

The people behind  
the magic.



JOIN OUR TEAM



# Administration Officer

**Salary:** Band C (NJC point 4-6) **Actual Salary:** £20,873 - £21,540 per annum

**Contract:** Permanent term time plus 3 days

**Hours:** 37 hours per week – Monday to Thursday 8.00am – 4.00pm and Friday 8.00am – 3.30pm

**Closing Date:** Monday 11<sup>th</sup> November 2024 at 9.00am

**Interview:** likely w/c 18<sup>th</sup> November 2024

**Start Date:** As soon as your notice period allows



Together  
Learning Trust

## THE SCHOOL



# Everyone matters and every dream counts

We are proud of the high-quality education we offer at Ryburn Valley High School. We are a school of character, ensuring our students have opportunities to shine. We want them to be the best that they can be, taking risks and continually striving to develop and improve as young professionals. As Ofsted stated following our last inspection: "Pupils know the ethos of the school is based on 'everyone matters and every dream counts.' Leaders have fostered the values of kindness, honesty, respect and endeavour, which is brought to life by the everyday interactions of pupils and staff."

Ryburn is a school which has exceptionally high standards. Ryburn students work hard, get involved with the school community and "strive to excel". We want our students to leave school with bundles of new skills and knowledge, and of course great exam results. However, we also want them to develop and grow as young people, to leave our school with the attitudes and confidence to go out into the world and make a positive impact.

We live by the values of Kindness, Honesty, Respect and Endeavour. These values are on show in our lessons, in all our conversations and in the way both staff and students work as a team: Team Ryburn.

Ryburn Valley High School is a fantastic place to work and learn and we are always aiming to develop even further. The quality of every interaction we have with students and staff establishes a culture where everyone can 'strive to excel' and achieve great things.

We are looking for an extraordinary individual to join our school and really make a difference in the lives of our young people.

**Donna Watkins, HEAD OF SCHOOL**



*Ryburn Valley High School provides a strong, vibrant and welcoming community. Pupils swell with pride when they talk about their school. They told inspectors about the opportunities they get to develop their confidence and resilience.*

**- OFSTED REPORT 2022**

### EXPLORE MORE



[www.rvhs.co.uk](http://www.rvhs.co.uk)



[ryburnvalleyhighschool](https://www.facebook.com/ryburnvalleyhighschool)



[@RVHS\\_school](https://www.instagram.com/RVHS_school)



# When schools collaborate, incredible things happen.

Together Learning Trust is a thriving local family of schools. By this autumn we will comprise of three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

**DAVID LORD, CHIEF EXECUTIVE OFFICER**



“Working with such creative, professional and dynamic staff from other schools in the trust has helped make my job much more enjoyable and manageable, whilst reducing workload.”

- **Damian Ball - Assistant Headteacher, Brooksbank School**

EXPLORE MORE



[www.togetherlearningtrust.co.uk](http://www.togetherlearningtrust.co.uk)

**Together**  
Learning Trust

## THE JOB

# Administration Officer

Are you super organised, enthusiastic and dedicated when it comes to producing high quality documents and completing administrative tasks to a superior standard?

Do you recognise yourself as being extremely accurate and paying close attention to detail? Are you a strong team player who can happily work on your own with limited supervision? If this sounds like you, we'd love to hear from you.

### What we're looking for

Someone with:

- Experience in secondary schools is desirable but not essential
- Strong Microsoft package skills.
- Ability to produce, high quality documents with a natural sense of attention to detail
- Ability to organise
- Ability to flexibly prioritise and reprioritise

### What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

- Automatic enrolment to the West Yorkshire Pension Fund
- Access to our Employee Assistance Programme
- Staff development through appraisal and CPD
- Access to a canteen
- Cycle to Work Scheme
- Free onsite car parking
- Collaboration with Trust colleagues in similar roles
- Working as part of a creative and supportive team who want the best for all of our students

### What the role involves in a nutshell:

- To undertake general clerical work such as drafting letters, photocopying, laminating, filing and record keeping in line with current GDPR requirements.
- Working with the Admin Lead, set up and maintain student records, (primarily) on the MI system, including admission, EHCP and other relevant data from previous schools.
- Provide administrative support to Sixth Form Team; including organising interviews for internal and external candidates, offer letters and enrollment and timetabling student subject choices and enrichment.

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

## JOB DESCRIPTION

# Administration Officer

<b>Responsible to:</b>	Administration Lead/Office Manager
<b>Responsible for:</b>	N/A
<b>Scale/Salary</b>	Band C (point 4 – 6) Term Time Only plus 3 days (37 hours per week)
<b>Main Purpose of the role</b>	<ul style="list-style-type: none"><li>• To provide an efficient and compliant administration service as directed to meet the needs of the school</li></ul>
<b>Main Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Sort and distribute both incoming and outgoing post</li><li>• Manage administration in relation to school trips and transitions such as letters to parents, form distribution etc.</li><li>• Manage and Monitor attendance awareness letters (stage 1) and log.</li><li>• Complete letters and references when requested by Pastoral Team, which include proof of age letters, and low attenders.</li><li>• Support the Pastoral and Teaching team in ad hoc administration as required</li><li>• Support the production and issuing of suspension letters</li><li>• Keep all MIS systems up to date and accurate</li><li>• Produce weekly, monthly and termly reports as required</li><li>• Provide administrative support to SEND</li></ul>
<b>School Specific Duties</b>	<ul style="list-style-type: none"><li>• Assist in all areas of the administration team when required ie Reception, Student Services, Reprographics etc. to assist in the smooth running of the school</li><li>• Complete tasks as directed by the Office Manager through the 'Helpdesk' system</li><li>• Assist members of the wider school community in the setting up and smooth running of evening events within school</li><li>• Assist with the gathering of MIS reports applicable to role</li><li>• Assist the Data Team with administration of ad-hoc room changes and room bookings</li><li>• Assist with the setup of examination venues during exam periods</li></ul>
<b>Expected Behaviours</b>	<ul style="list-style-type: none"><li>• Undertake other duties and responsibilities of an equivalent nature as may be required by the line manager.</li><li>• Be able to work collaboratively as part of a team</li><li>• Develop positive working relationships with colleagues</li><li>• Communicate clearly, respectfully and professionally with pupils, parents, colleagues and visitors</li><li>• Work with his or her line manager to develop and implement a professional development plan</li><li>• Use feedback and personal reflection to improve his or her own working practices</li><li>• Where relevant, maintain first aid accreditation</li><li>• Understand how the role supports the quality of teaching and learning</li><li>• Understand the roles of external agencies and how to work with them as required</li><li>• Use IT hardware and relevant software packages efficiently and</li></ul>

	<p>effectively as required to fulfil your role.</p> <ul style="list-style-type: none"> <li>• Retrieve and share the various types of information required by the post holders specific role</li> <li>• Be able to competently use items of office equipment, such as the photocopier, and keep up to date with developments and changes to such equipment</li> <li>• Maintain filing systems, (both paper and electronic), efficiently and in accordance with current systems and processes</li> <li>• Ensure that documents are prepared and data is entered into IT systems accurately and on time</li> <li>• Answer telephones promptly and with a respectful and professional manner</li> <li>• Be familiar with all policies and procedures that are relevant for the role</li> <li>• Know where to get help and support</li> <li>• Know the limits of the role and when to refer people or issues elsewhere</li> <li>• Maintain confidentiality at all times</li> <li>• Understand your role in safeguarding and act on any safeguarding issues in accordance with school procedures</li> <li>• Maintain a safe working environment for yourself and others</li> </ul>
<p><b>Other specific duties</b></p>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that <b>it is an offence to apply for the role</b> if you are barred from engaging in regulated activity relevant to children.</p>	



PERSON SPECIFICATION



# Administration Officer

To be assessed through application, reference and interview.

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>		
Good general education, including GCSE grade C or equivalent in Maths	✓	
<b>Experience</b>		
Experience using IT products such as Microsoft Excel, Word, Outlook and Sharepoint	✓	
Experience of working in an office environment	✓	
Experience of prioritizing workloads effectively	✓	
Experience of working in a school environment		✓
<b>Skills and Abilities</b>		
Excellent organisational and attention to detail	✓	
Demonstrate good judgement	✓	
Ability to work under pressure and to multi-task	✓	
Able to build relationships with stakeholders (students, colleagues and parents)	✓	
Able to plan, manage and prioritise own workload	✓	
Think creatively to anticipate, identify and solve problems	✓	
Excellent written and communication skills to a range of audiences including parents and the wider school community	✓	
<b>Personal Attributes</b>		
Good up to date knowledge and skills	✓	
Good ICT Skills	✓	
Professional	✓	
Ability to work in a team and get the best out of people	✓	
Achieve challenging professional goals	✓	
Determination to succeed and have the highest possible expectations of self and others	✓	
Ability to work under pressure	✓	
Sensitive to the needs of others	✓	
Supportive	✓	
Sense of Humour	✓	
Vision, imagination and creativity	✓	



## HOW TO APPLY

# Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role, or have any questions ahead of making a formal application, we'd be delighted to hear from you. Please contact our Carrie Burbidge, our Personal Assistant to the Leadership Team via [c.burbidge@ryburn.TLT.school](mailto:c.burbidge@ryburn.TLT.school)

If you're ready to take the plunge and apply, please complete our application form and return it to [recruitment@tl.school](mailto:recruitment@tl.school) by the deadline.

## SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2024.