



**Administration Assistant
January 2025**



NEWLAND SCHOOL FOR GIRLS

Cottingham Road, Kingston Upon Hull, HU6 7RU
Tel: 01482 343098 Fax: 01482 441416 E-mail: nsg_admin@thrivetrust.uk
www.newlandschool.co.uk
PRIDE ASPIRE EXCELLENCE



Headteacher: Vicky Callaghan

Dear Candidate

Newland School for Girls is a diverse, highly aspirational and academically high achieving school. We are rightly proud of being all-girls, serving and educating young ladies in Hull for over 100 years. We encourage every student to have high aspirations and the ambition to succeed.

We offer a unique educational experience in the city and girls who are part of our school become part of the strong network of Newland Old Girls, within the city and beyond. We promote the traditional values of respect, care for each other and self-discipline, while celebrating the school's diverse talents, abilities and cultures. Our students work together in a well-ordered, harmonious and happy community drawn from all cultures and backgrounds across the city.

We place a high value on care and nurture to enable all our students to make rapid academic progress and grow into caring and responsible young adults. Our students have a keen appreciation of moral values, a lively sense of purpose and a justified pride in themselves. They value highly the support they receive from teachers, the challenge they receive in lessons and the tolerance and respect all students have for each other in their school community. We have high levels of attendance and punctuality. Our students are successful, personable and motivated to learn. "Students' good behaviour and highly positive attitudes to learning are underpinned by good promotion of spiritual, moral, social and cultural education." We place a high value on the development of character alongside, a student's ability to achieve excellent examination results.

Newland is a school you can teach in. It is not without its challenges but we work hard as a staff team to ensure consistency and rigour in the education and support we provide. We are invested in the work we do and the impact we have collectively. Every employee is a part of that team and contributes to the outcomes of the students.

I hope that your research has enabled you to see what we have to offer and that by applying you want to be part of this success culture.

Yours sincerely
V Callaghan





Welcome to Newland School for Girls

Newland SFG is an 11-16 all girls Academy with a partial brand new BSF building linked to our 1900's listed building.

We have approximately 670 students on roll. We are a very popular school in the city with many parents hoping for a place for their child.



Newland School for Girls, Cottingham Road, Kingston upon Hull HU6 7RU
Telephone: 01482 - 343098 Email: jobs@thrivetrust.uk



Examination Results 2023

2023 has been a fantastic year for Newland. Despite the national issues surrounding the reduction of grades awarded to bring results in line with pre COVID grades, Newland has continued to showcase the strength in depth across all subjects.

Key Stage 4 GCSE Results 2023

Performance Measure	2023/24
Attainment 8 Score	43.6
4+ inc Maths and English	56%
Ebacc Entry	77%
Ebacc APS	3.89



Newland School for Girls continues to provide the highest quality education for its students. 25% of all grades awarded this year were at a 7 or better and 4%, significantly higher than the national average, of all grades awarded were at the top level, Grade 9. As a school we are rightly proud of our students' achievement.





**Welcome from
Thrive Co-operative
Learning Trust Chief
Executive Officer
(CEO), Jonathan
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




Our Values



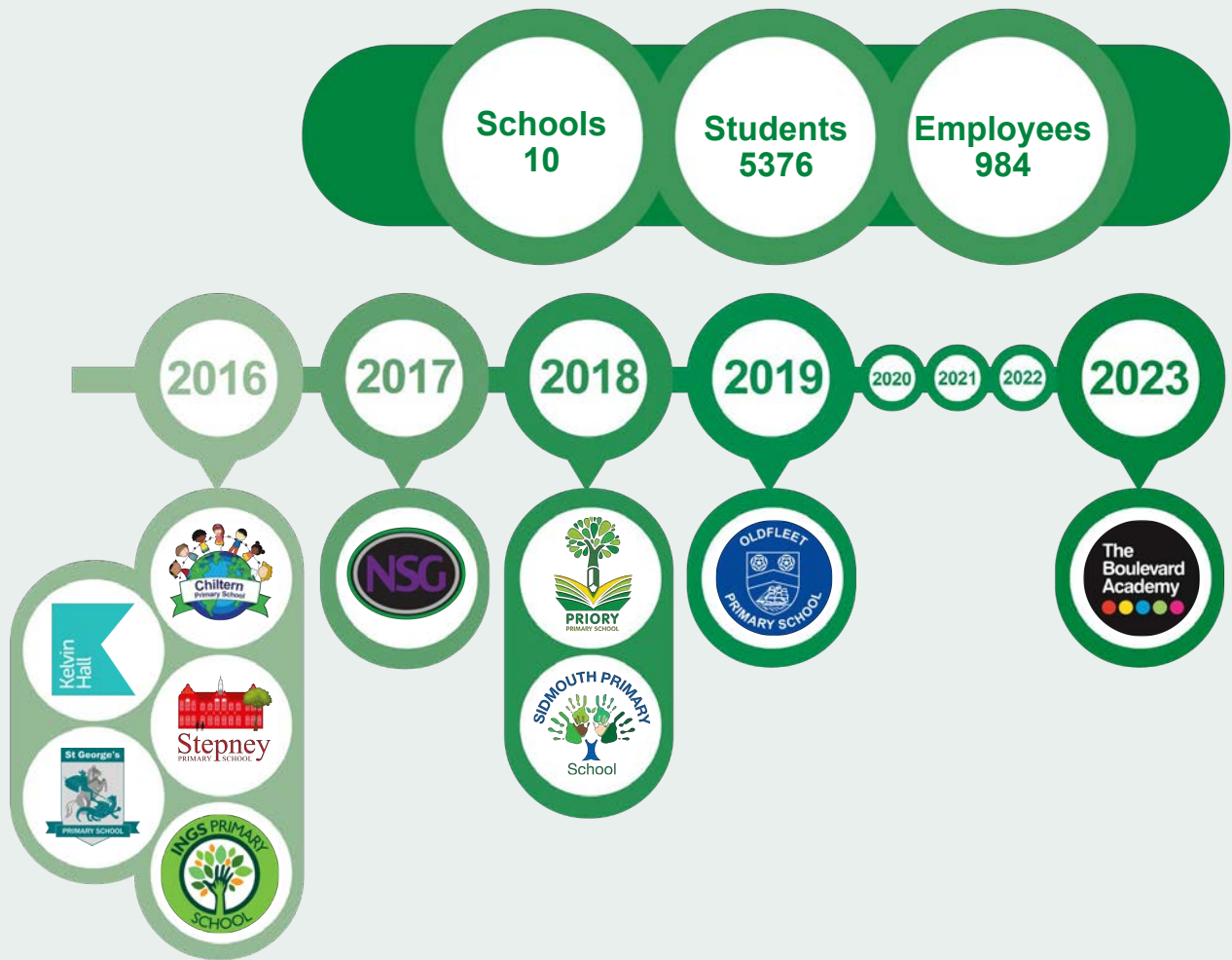
Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



Our Journey so far...

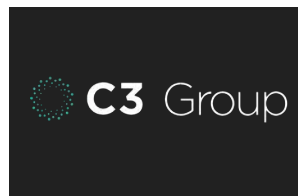


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Administration & Organisation Assistant Level 1
Salary: Grade 3 Point 5 - £12,684 (Actual Salary)
Hours: 22.5 hours per week: Term Time only plus one training day,
Monday, Tuesday and Thursday (8.00-4.00)
Permanent
Required as soon as possible

The Thrive Co-operative Learning Trust is responsible for nine schools across Hull; three secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life*.

Newland School for Girls are seeking an administration and organisation assistant to work in our main school office.

We are seeking an enthusiastic, self-motivated individual. The successful applicant will be providing routine administration support including photocopying, reception duties and word processing tasks. You will have good communication and IT skills and take pride in your work. You should have the ability to form and maintain good relationships with staff, parents and students. A knowledge and commitment to safeguarding and promoting the welfare of children and young people is essential.

Newland School for Girls will offer you:

- An inclusive, successful school and Outstanding Multi Academy Trust to work in.
- Friendly, motivated and enthusiastic students.

Closing date: Wednesday January 15th 2025, 9am

Interviews: Wednesday January 22nd 2025

Should you wish to have an informal and completely confidential discussion or visit to the school remotely, please contact Helen Edwards, PA to Headteacher / Office Manager via the email (edwardsh@thrivetrust.uk) or telephone Newland School for Girls [01482 343098](tel:01482343098)

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



Job Description

Post Title	Administration Assistant
Grade	3
Location	Newland School for Girls
Reporting to	Finance & Administration Manager

Purpose of Role

Under the instruction and guidance of the Senior Finance and Administration Manager, provide general admin/financial support in school.

Key Responsibilities

1. To promote and safeguard the welfare of children, young people and/or vulnerable adults.
2. Undertake reception duties, answering general telephone and face to face enquiries and signing in and out of visitors, adhering to our school safeguarding procedures.
3. Maintaining the minibus diary, booking and recording the use of taxis, reporting any issues to the Finance & Administration Manager.
4. Assisting in the arrangements for school trips and events, and liaising with parents and staff to complete any relevant documentation.
5. Provide general administrative support e.g. photocopying (including working in the Reprographics Department), filing, responding to routine correspondence, booking meeting rooms for external visitors and staff, and producing minutes of meetings.
6. Assisting parents and pupils with the school's online payments system for lunches and topping up lunch cards. Checking the Hull City Council Portal free school meals updates.
7. Maintain computerised records including MIS data, providing reports to teaching and non-teaching staff as required.
8. Undertaking typing, IT based tasks, mail merge and updating pupil and staff records on various in house systems including SIMS.
9. Maintaining stock and sale of school uniform and assisting with uniform evenings. Assisting with lost property management.
10. Assisting all Departments, including the Transition Leader, with any administration work required and the Exam Department with secure delivery of papers.
11. Booking and monitoring statutory training and providing reports as required.
12. Assisting the Business Manager with HR responsibilities including collating application forms and liaising with relevant staff regarding shortlisting. Processing new starter documentation, ensuring all pre-employment checks are undertaken, including DBS checks.
13. Under the supervision of the Business Manager, prepare monthly overtime and absence returns for payroll.
14. Undertake safeguarding training and any other training relevant to the post.
15. Awareness of confidentiality and the General Data Protection Regulations (GDPR)
16. Any other duties of a similar nature and level of responsibility as requested by the School Business Manager and Headteacher.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children. Provide Administrative and curriculum support to all departments within school
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None

		E	D	How Identified
Qualifications	Grade 4 or above (or equivalent) in English and Maths	✓		AF, CQ
	NVQ Level 2 or equivalent in Business or Administration or willingness to work towards	✓		
	NVQ Level 3 or equivalent in Business or Administration		✓	
Relevant Experience	Experience of using Microsoft Office	✓		AF, I
	Experience of working in a general administrative setting	✓		
	Experience of minute taking and diary management	✓		
	Knowledge of relevant policies, codes of practice and an awareness of relevant legislation	✓		
	To be prepared to undertake relevant and statutory school training and a commitment to continued professional development	✓		
	Motivation to work with children and young people	✓		



Skills & Abilities	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		AF, I
	Ability to work under pressure, independently and use own initiative	✓		
	Awareness of the importance of confidentiality	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I



How to apply



Application forms can be downloaded from our website and should be returned to people@thrivetrust.uk by the closing date below.

Should you wish to have an informal and completely confidential discussion please contact Pip Haslam-Siddy via email on haslam-siddyp@thrivetrust.uk if you would like to arrange a visit to the school, please contact via email (edwardsh@thrivetrust.uk) or telephone Newland School for Girls 01482 343098.

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