



Administrative Assistant
September 2024





Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH
Telephone: (01482) 342229 Fax: (01482) 346817
Email: info@kelvinhall.net Twitter: @kelvinhall_hull www.kelvinhall.net
Executive Headteacher (Thrive Trust): Mr P Cavanagh
Head of School: Mr C Leng
Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy and Mr J Shaw

Welcome letter from the Executive Headteacher and Head of School

Dear Applicant,

Thank you for enquiring about the position of Administrative Assistant at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations as we continue to move forward with our period of growth over the next 12 months.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. In September 2024 we will have approximately 1660 pupils on roll with a year 7 intake of 330 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.


Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.


The successful candidate must share our collaborative approach and ethos, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children and you have the leadership strength and experience to lead in this area, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Head of School, Mr Chris Leng**; info@kelvinhall.net or contact the school on 01482 342229.

Yours faithfully


Paul Cavanagh
Executive Headteacher and
Trust Secondary Development Lead


Chris Leng
Head of School



Welcome to Kelvin Hall School

We are a very successful 11-16 mixed comprehensive school with approximately 1590 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of two secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 9 schools.

We are proud to be working in partnership with Newland School for Girls and The Boulevard Academy in the secondary Trust.



Senior Leadership Team



**Executive
Headteacher and
School Development
Lead (Secondary)**

Mr Cavanagh

Head of School



Mr Leng
Head of School

Deputy Headteachers



Mrs Grandidge
Deputy Headteacher & DSL

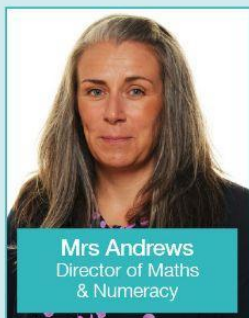


Mrs Piercy
Deputy Headteacher



Mr Shaw
Deputy Headteacher

Assistant Headteachers



Mrs Andrews
Director of Maths
& Numeracy



Ms Dawes
Director of Performing,
Creating & Computing



Mrs Graham
Director of
Inclusion and SEN



Mr Suddaby
Director of Culture
& Behaviour



Mrs Keddy
Senior Director of
Teaching & Learning



Miss Mills
Director of English
& Literacy



Mrs Russell
Director of Humanities
& MFL



Miss Sansam
Director of Science
& Technology



**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



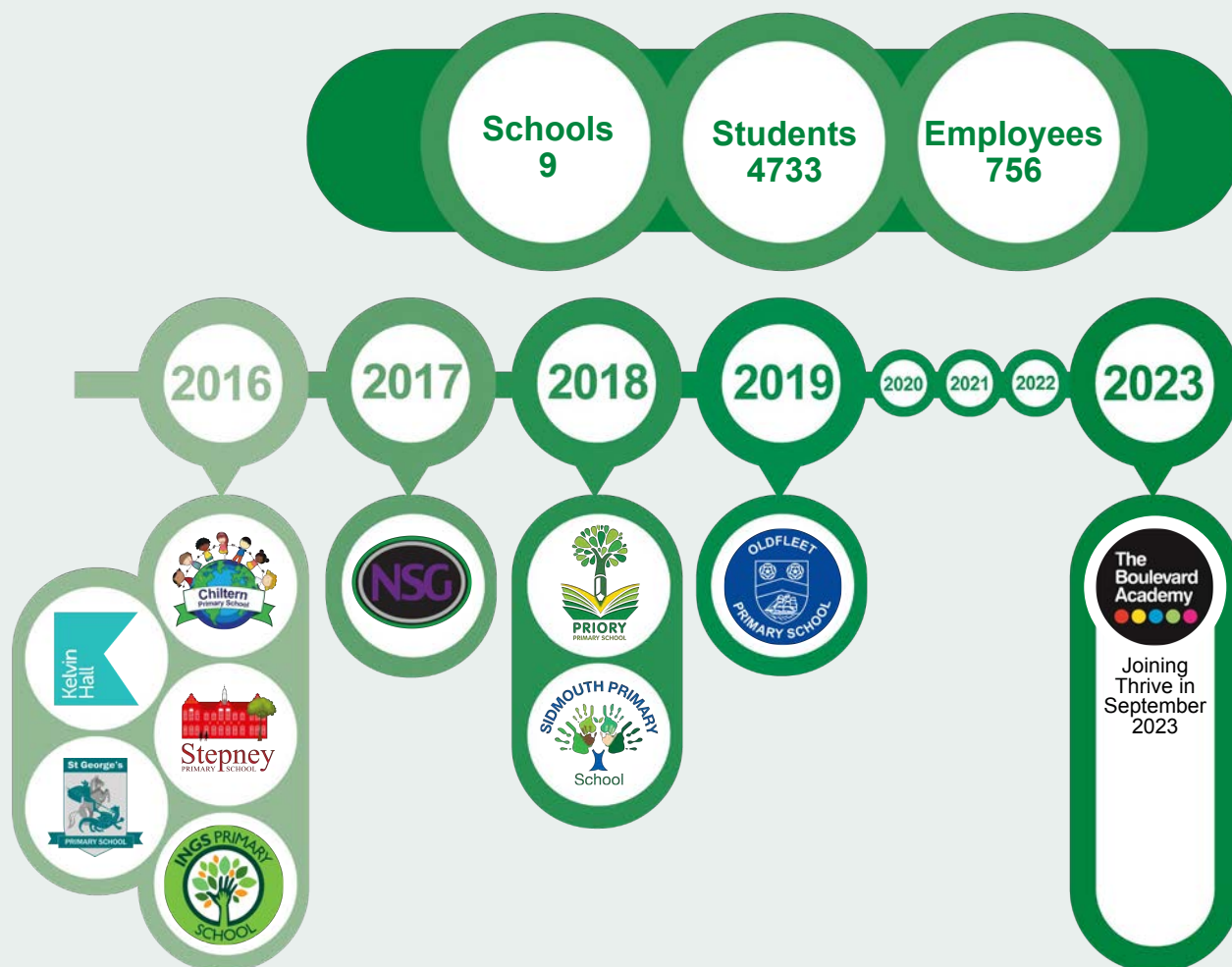
Thrive Mission Statement *Inspiring pupils to thrive in life*

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...

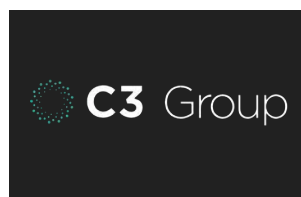


Our Partners

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



Administrative Assistant
Grade 3, Scp 3-5, (£19,531 - £20,187 actual salary)
37 hours per week, term time only plus 5 days
Monday, Wednesday to Friday, 7.45am to 3.45pm, Tuesday 7.45am to 3.15pm (30 minutes lunch break)
Permanent to Start September 2024

Kelvin Hall School is part of Thrive Cooperative Learning Trust, which was formed in September 2016 and is now responsible for 10 schools across Hull, 3 secondary and 7 primary schools.

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

Required as soon as possible, an enthusiastic individual to support with a wide range of administrative tasks across the school. Your main role will be to assist with Student Services and Curriculum support. You will possess excellent communication skills and will be required to liaise with parents/carers and outside agencies, supporting a busy reception.

Experience of working in an office environment and using Microsoft Office is essential. A Grade 4 qualification or above (or equivalent) in English and Maths is essential.

Closing date: Friday 28th June 2024, 12 noon

Interviews: Week commencing Monday 1st July 2024

Visits to the school are challenging in the current climate but we recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit please contact Mrs Helen Harrison via email info@kelvinhall.net or telephone Kelvin Hall School 01482 342229 to arrange this.

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

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	Administrative Assistant
Grade	3
Location	Kelvin Hall School
Reporting to	Finance & Administrative 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

- To promote and safeguard the welfare of children, young people and/or vulnerable adults.
- Undertake reception duties, answering general telephone and face to face enquiries and signing in and out of visitors, adhering to our school safeguarding procedures.
- Maintaining the minibus diary, booking and recording the use of taxis, reporting any issues to the Finance & Administration Manager.
- Assisting in the arrangements for school trips and events, and liaising with parents and staff to complete any relevant documentation.
- 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.
- 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.
- Maintain computerised records including MIS data, providing reports to teaching and non-teaching staff as required.
- Undertaking typing, IT based tasks, mail merge and updating pupil and staff records on various in house systems including SIMS.
- Maintaining stock and sale of school uniform and assisting with uniform evenings. Assisting with lost property management.
- Assisting all Departments, including the Transition Leader, with any administration work required and the Exam Department with secure delivery of papers.
- Booking and monitoring statutory training and providing reports as required.
- 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.
- Under the supervision of the Business Manager, prepare monthly overtime and absence returns for payroll.
- Undertake safeguarding training and any other training relevant to the post.
- Awareness of confidentiality and the General Data Protection Regulations (GDPR)
- 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, Q
	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	✓		

		E	D	How Identified
Skills & Abilities	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to work under pressure, independently and use own initiative	✓		
	Ability to work under pressure, independently and use own initiative	✓		
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
Written Skills	Excellent oral and written communication skills	✓		AF, I
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)

How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to jobs@thrivetrust.uk

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at info@kelvinhall.net or telephone Kelvin Hall School on 01482 342229 to arrange this.

Closing Date: Monday 15th January 2024, 12 noon

Interview Date: Week commencing Monday 15th January 2024