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*A faithful community that loves, lives and learns with hope and joy; where everyone is valued and encouraged to flourish.*

**Part–time School Administrator (22 hours)**

**Permanent Post**

**Candidate Information Pack**

**Closing date:** 9am Thursday 21st November

**Short Listing:** Friday 22nd November

**Interviews:** Friday 29th November (TBC)

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**Required asap or by 6th January 2025**

**Number of children on roll: 145**

**Grade/Band Admin Grade D, Scale point 3-6**

**Minimum Age Requirement N/A**

**Vacancy Hours 22 hours per week**

**Working hours ideally over 5 mornings and Friday afternoon**

**Contract Type Permanent**

**Weekend Working N/A**

**Application Closing Date 9am Thursday 21st November**

**Salary Range NJC Pay Structure**

**Shortlisting Date Friday 22nd November**

**Interview Date Friday 29th November (TBC)**

**Venue for Interview Carleton Endowed Church of England Primary School**

**Advert Details**

We are seeking to appoint a reliable, conscientious and proactive administrator to work in our school office for 22 hours a week. Ideally the hours would be over 5 mornings and Friday afternoon, but there could be a little flexibility. Please call us if you would like to discuss this.

The school office is a busy environment and no two days are the same, so the successful applicant will need to be flexible and able to move quickly between tasks. They will work alongside our other school administrator to manage the administrative systems of the school. They will also work with other administrators in Leeds Diocesan Learning Trust with support and direction from the Trust finance and administration teams.

**The role will include:-**

* Acting as a first point of contact and providing a friendly and professional welcome to visitors to the school
* Maintaining and using the information systems of the school (including Arbor)as well as other online systems and the school website
* Placing and processing orders
* Ensuring data protection and managing confidential information
* Dealing efficiently with a range of face to face, email and telephone queries from parents, pupils, staff and governors
* Responding to requests from external agencies
* Helping to manage the school diary
* Ensuring the smooth running of the office

**We are looking for a candidate who:**

* Is an efficient and hard-working team player
* Has excellent written and verbal communication skills, able to interact with others in a professional manner
* Can use their own initiative and has a positive, can-do attitude
* Has good organisational skills and is committed to high-standards and expectations
* Is resilient and flexible
* Is personable with a good sense of humour
* Can prioritise their own work, meet deadlines and maintain attention to detail

**What we can offer:**

* Happy and welcoming pupils, staff, governors and parents
* Opportunities for training and development including an induction programme when you start your role
* A warm, collegiate and supportive environment in which to work, learn and develop
* Opportunity to work in collaboration with other schools as part of the Leeds Diocesan Learning Trust
* A chance to be part of a caring and nurturing environment with exciting visions for the future

The successful applicant will become part of a team that is enthusiastically driving the school forward and building upon it’s achievements and strengths. We are a warm, inclusive family school with a strong Christian ethos, a sense of community and a commitment to excellence for all children in our care. We aim to ensure that our children feel safe, happy and achieve their potential as a unique individual and as a learner.

*Carleton Endowed CE School is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.*

**We welcome visitors to our lovely school would really like to meet you prior to your application. If you would like to arrange a visit to the school, please email** [**admin@carletonendowed.com**](mailto:admin@carletonendowed.com) **or call**

**More information**

Carleton Endowed Church of England Primary School is located in the beautiful village of Carleton, a short drive from the bustling market town of Skipton in the Yorkshire Dales.

We are a happy and aspirational village primary school providing education for children aged 4-11. We are proud of our local roots and of our strong church and community links. Our vision statement **‘ A faithful community that loves, lives and learns with hope and joy; where everyone is valued and encouraged to flourish’** is at the heart of all we do and our staff are committed to ensuring that all children are able to be the very best that they can be. We provide an exciting, rich and varied curriculum to challenge and inspire our pupils and give them every opportunity to flourish. We value academic and personal success and have high expectations of behaviour and effort. Our children have fun together and work hard together.

On 1st November 2022 we became an academy and were one of the founding schools of Leeds Diocesan Learning Trust.

**Leeds Diocesan Learning Trust (LDLT)**

Carleton Endowed school is one of 14 schools in LDLT.

Leeds Diocesan Learning Trust was established in September 2022 and has a passionate commitment to support church and community schools across the Diocese of Leeds. Bringing together the children, staff and governors in our schools and the central team and directors on the Trust Board, we are proud to ‘love, live and work together’ to support the delivery of quality education

**How to apply**

Please see the person specification and job description below. Visits to school prior to completion of the application form are welcomed and encouraged.

Completed application forms should be returned to the Head Teacher, Mrs Helen Dudman, by email to **admin@carletonendowed.com** to arrive no later than **9:00am on Thursday 21st November.**

It is expected that **interviews** for the post will be held **Friday 29th November**(to be confirmed)**.** Please alert referees that we may request references at short notice.

Details of the interview arrangements will be sent out to those on the shortlist by Monday 25th November.

Thank you in advance for completing your application.

**Carleton Endowed CE School**

##### JOB DESCRIPTION

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| POST: SCHOOL ADMINISTRATOR | | | |  | | |
| **GRADE: Grade D (scp 4-6)** | |  | | | | |
| **RESPONSIBLE TO: Headteacher** | | | | | |  |
| **STAFF MANAGED: None** | | | | | |  |
| **POST REF:** | |  | **JOB FAMILY:** | | **2** | |
| JOB PURPOSE: | To provide an administrative support service to the Headteacher and the school. The post holder is accountable for decision making, short term planning and dealing with unexpected problems within the school office. The post holder may be responsible for some basic finance duties. | | | | | |
| JOB CONTEXT: | Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, budget monitoring and reception service, where excellent organisational skills are essential in order to handle the variety of tasks that need to be undertaken  This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. | | | | | |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | | | | | | |
| **Operational Issues** | * Provision of administrative, clerical and secretarial duties as required. * Carry out research, analysis and evaluation of data to assist in the preparation of reports e.g, for the school’s Governing Body / Financial Management Committee. * Obtain quotes from contractors and ensure that adequate and appropriate insurance cover is held by contractors. * Take minutes at various meetings as required. * Undertake wages and salary administration and distribution which may involve liaison with the Local Authority offices. * Make arrangements for school lettings. * Short term planning e.g. booking supply cover for absent teachers and keeping a record of work carried out. * Administer basic first aid and contact parents in the event of an accident or incident involving their child. Record accidents in accident book. * Make appropriate decisions to problems/issues when they arise within the office. * Report concerns and obtain support for any issues raised. * Assist teaching and non-teaching staff with administrative queries | | | | | |
| **Communications** | * Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers. * Undertake reception service to the school, acting as the first point of in dealing with routine phone calls, taking messages and greeting visitors | | | | | |
| **Resource/People management** | * Assist senior staff with budget preparation and revision as necessary. * Monitor the school budget on a regular basis. In addition to maintaining computerised records this involves liaison with the Headteacher * Undertake the administration of all accounts relating to the school, including handling of small amounts of cash, payments of bills and invoices, reconciliation of bank statements and preparation of month end returns etc. * Monitor stock levels, order office materials, equipment and services, negotiate on prices with suppliers and check incoming orders * Assist in the induction of new employees * Attend staff meetings and training days and management team meetings by agreement with the Headteacher * Participate in the schools performance management scheme * Highlight additional training and supervision needs to build on your skills and knowledge. * Participate in training and other learning activities and performance development as required. | | | | | |
| **Safeguarding** | * Know about data protection issues in the context of your role. * Maintain confidentiality as appropriate. * Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to * Have an awareness and basic knowledge where appropriate of the most recent legislation. | | | | | |
| **Systems and Information** | * Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. * Share information appropriately – in writing, by telephone, electronically and in person. * Maintain and update accurate computerised and manual records as required | | | | | |
| **Data Protection** | * To comply with Leeds Diocesan Learning Trust’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. | | | | | |
| **Health and Safety** | * Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure. | | | | | |
| **Equalities** | * We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. * Ensure services are delivered in accordance with the aims of the equality Policy Statement. * Develop own understanding of equality issues. | | | | | |
| **Flexibility** | LDLT provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with LDLT Policies and Procedures. | | | | | |
| **Customer Service** | LDLT Requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.  * LDLT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. * Understand your own role and its limits, and the importance of providing care or support. | | | | | |
| Date of Issue: |  | | | | | |

**PERSON SPECIFICATION**

**JOB TITLE: School Administrator (Grade D)**

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| **Essential upon appointment** | **Desirable on appointment** |
| **Knowledge**   * Knowledge of administration and office systems | * Knowledge of GDPR requirements |
| **Experience**   * Clerical or administrative experience * Experience of communicating to a range of audiences through email, phone calls etc | * Experience of working within a school office environment * Experience of managing a website |
| **Occupational Skills**   * Computer literate * Good written and verbal communication skills * Good numeracy and literacy skills * Judgemental skills * Problem solving skills * Analytical skills | * Budget management skills |
| **Qualifications**   * Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent | * Appropriate first aid training * CLAIT Plus, ECDL or Level 2 Word Processing |
| **Personal Qualities**   * Attention to detail, neatness and accuracy * Organisational skills * Ability to work successfully in a team * Confidentiality * Ability to work to deadlines and prioritise own workload |  |
| **Other Requirements**   * To be committed to the school’s policy and ethos. * To be committed to safeguarding children and following school safeguarding policies and procedures * To be committed to Continual Professional Development. * Motivation to work with children and young people. * Ability to form and maintain appropriate relationships and personal boundaries with children and young people. * Enhanced DBS clearance required |  |

NB – Assessment criteria for recruitment will be notified separately.

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.

