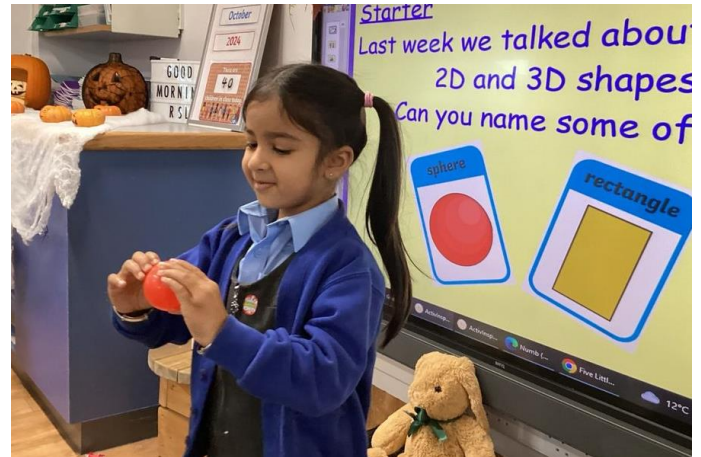


Administrator

Whitehouse Primary School

Candidate Information Pack

Closing Date: Friday 24 January 2025



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Welcome from the CEO

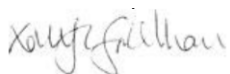
Dear Applicant,

I am immensely proud to be Chief Executive of Vision1590 Trust. We are a newly merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Vision1590 Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Vision1590 schools are wonderful places to work.



Louise Spellman



Welcome from the Headteacher

Dear Applicant,

I am delighted to welcome you to Whitehouse Primary School and to share a little about our vibrant school community as you consider joining our team.

At Whitehouse Primary School, we are a growth mindset school and are dedicated to creating a nurturing environment where every child feels valued and inspired to achieve their best. Our vision is to foster a love of learning, encourage creativity, and develop resilience in our students. We believe that each child is unique, and we strive to provide a curriculum that caters to diverse learning needs, enabling all children to flourish.

Our dedicated staff is at the heart of our success. We pride ourselves on teamwork, collaboration, and a commitment to ongoing professional development, ensuring that our staff are equipped with the latest teaching strategies and resources. We value research and encourage our staff to explore new strategies and ideas that can enhance our children's educational experiences.

As part of our commitment to fostering a positive and inclusive school culture, we place great emphasis on building strong relationships with families and the wider community. We believe that education is a partnership, and we work hard to engage parents and carers in their children's learning journey.

If you join our team, you will find a welcoming and supportive environment that celebrates achievements, promotes professional growth, and encourages a healthy work-life balance. We are looking for individuals who are passionate about education, committed to making a difference, and eager to contribute to our school's mission.

Thank you for considering a position at Whitehouse Primary School. We look forward to the possibility of welcoming you to our community and working together to inspire the next generation of learners.

Warm regards,

A handwritten signature in black ink, appearing to read 'Jane Eyre', written in a cursive style.

Jane Eyre
Headteacher

Administrator

Location

Whitehouse Primary School

Salary

£14,246 (Actual Salary)

Dates

Closing date - 12 noon Friday 24th January 2025

Interview date – Between 29 -31 January 2025

Potential start date – As soon as possible

Benefits & Grade

Grade D SCP 4

Contract Details

Term time only + 5 days

Contract Hours

25 hours per week

Disclosure

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Job Description

From February 2025, we require a dedicated and enthusiastic individual to join our reception services team at Whitehouse Primary School.

The successful candidate will have had experience in a public facing role and be familiar with dealing with various stakeholder enquiries. They will have exceptional communication and organisation skills, alongside experience with IT packages, which will facilitate their highly essential administrative role.

More Information Obtainable

If you have the skills and commitment to contribute to the school, please visit [Whitehouse Primary School](#) to download an application pack.

Visits to school are welcome and all application forms should be submitted to Alix Brown, Senior Administrator via abrown@whitehouseprimaryschool.org.uk

Feedback will only be given to shortlisted candidates.

Whitehouse Primary School, Dunelm Road, Elmtree Farm, TS19 0TS. Tel: 01642 678212

Job Description

POST TITLE: Administration Level 2

GRADE: D (SCP 4)

REPORTS TO: Senior Administrator

MAIN PURPOSE: Under the instruction/guidance of senior staff undertake general administrative/financial support to the school.

.....

TASKS:

Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist in arrangements for school trips/events etc

Administration

- Provide general/clerical administrative support e.g. photocopying, filing, faxing, completion of standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Operate uniforms/snack/other 'shops' within the school
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders

Responsibilities

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure Equal Opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals

- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Safeguarding - Promoting the Welfare of Children and Young People

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Person Specification

POST TITLE: Administration Level 2

GRADE: D (SCP 4)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> NVQ 2 or equivalent qualification in relevant discipline, e.g. Business Administration Level 2 OR appropriate experience Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> Basic First Aid Training
EXPERIENCE:	<ul style="list-style-type: none"> General clerical, administrative and financial 	<ul style="list-style-type: none"> Experience of working in a busy office environment Experience of reception duties
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> A Good numeracy/literacy skills Effective use of ICT packages Use of relevant equipment/resources Good keyboard skills Knowledge of relevant policies/code of practice & awareness of relevant legislation Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Ability to identify own training & development needs and be willing to address these Positive approach to customer care 	<ul style="list-style-type: none"> Appropriate knowledge of First Aid
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> Friendly and approachable manner Self motivated Reliable and punctual Flexible A commitment to working as part of the whole school team and supporting the vision and aims of the school 	

How to Apply

Application forms and further details are available on the Trust's website –

www.valt.org.uk

Please return your completed application form to [Click or tap here to enter email address](#).

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: Friday 24 January 2025

Interviews to be held: Between 29 -31 January 2025

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.