



ADMINISTRATOR CANDIDATE PACK



ABOUT US

At Naseby Church of England Primary Academy we ensure that all members of the school community feel safe, valued and cared for. The school strives for excellence, providing a challenging learning environment where all children can grow as independent learners equipped for life.

The school is situated in the centre of the historic and rural village of Naseby, children from the nearby village of Haselbech and other surrounding villages attend our school. We cater for children aged 4 to 11. The school is an important part of the village community and links are fostered between the churches, community groups and residents, parents and the wider community.

Our school was built in 1843. It consists of a school building, a schoolhouse, a modular classroom and a newly refurbished playground area. Within the school building are three classrooms, a 'Learning Zone' area for small intervention groups and a small school hall. The school house accommodates the main school office, the Head Teacher's office, a meeting room, the school kitchen, a Nurture Room and staffroom. Outside we have a large, enclosed grass paddock with a trim trail & wooden planters for each class, Forest School area and playground. We also have an astroturf 'Peace Garden' with a wooden Gazebo which the children use as part of the outside learning environment.

We are inclusive and welcome others regardless of differences, appreciating and nurturing the uniqueness of each individual. Our special Christian identity is evident in the values we share and in the relationships that all members of the school community have with one another. We respect everyone, showing them the tolerance, understanding and forgiveness that we desire for ourselves.

Our Values are; Joy, Love & Resilience.

JOY- 'I sing for joy at what your hands have done. How great are your works.' Psalm 92:5

LOVE- 'Let all that you do be done in love.' 1 Corinthians 16:14

RESILIENCE - 'And let us run with perseverance the race marked out for us.' Hebrews 12:1

OUR VISION & AIMS



Our Vision

We are inclusive, welcoming others regardless of differences, appreciating and nurturing the uniqueness of each individual. We respect everyone, showing them the tolerance, understanding and forgivenesses we desire for ourselves. Love is our cornerstone – the love of God, the love of others and the love of ourselves.

Our Aims

Naseby CE Primary Academy aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence and well-being, a deep sense of self-worth, and an understanding and deeper appreciation of our Christian heritage.

To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual development and the ability to grow and flourish as human beings.
- c) Support children in building relationships which reflect Christian values.
- d) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- e) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- f) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- g) Ensure equal opportunities for all.
- h) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- i) Develop a sense of pride in belonging to Naseby CE Primary School.

To achieve these aims, staff and governors work in partnership with parents, carers and the local community for the benefit of all our pupils.



CAREER DEVELOPMENT

We are committed to developing our staff and invest heavily in our well developed CPD programme, as well as giving our staff the freedom to focus on highly effective learning. We also provide our staff with access to accredited qualifications and training.

Apprenticeships-Both our support staff and teaching staff have access to apprenticeships unique to their area of work.

National Professional Qualifications (NPQ'S)-Pathfinder Schools is an official NPQ delivery partner who in collaboration with the Outstanding Leaders Partnership (OLP) are delivering the new National Professional Qualifications (NPQ) training programmes to schools from November 2021. The new qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.

“

WHAT OUR STAFF APPRECIATE MOST

Great support from my
senior lead teacher

Appreciation of our work
and encouragement to
progress professionally

It is calm and happy
environment where staff
work hard and enjoy their
jobs

Supportive & wonderful
Head Teacher

Having the opportunity
to be open and honest.

We are very lucky to have
high levels of good pupil
behaviour

Advert Administrator



Grade D Points 3-4

£22,737-£23,414 per annum pro-rata

Contract type

- Permanent
- 10 hours per week ideally to be worked over 5 days, however four days would also be considered
- 39 weeks per year-Term time plus training days

Salary

- Grade D Points 3-4
- £22,737-£23,114 per annum pro-forma

Interviews

- To be confirmed

Start date

- As soon as possible

How to apply

To apply, please complete a Pathfinder Schools Support Staff application form, which can be downloaded from the vacancies page of the Trust website:

<https://pathfinderschools.org.uk/join-us/vacancies>

Completed application forms should be accompanied by a letter of application and should be sent to:
recruitment@pfschools.org.uk

Naseby C of E Primary is an Ofsted & SIAMS rated 'Good' school, and we are proud to be part of Pathfinder Schools Multi-Academy Trust.

Standards across the school are high and we have a passion for ensuring all of our children reach their potential, academically, socially and emotionally, through the individual nurture of every child.

Our small, rural school is looking for an enthusiastic administrator to join us.

We are looking for an administrator who:

- Has exceptional customer service skills
- Has excellent attention to detail
- Is experienced in all aspects of administration
- Is committed to safeguarding our pupils
- Able to keep clear and accurate records
- Works well under pressure and under their own initiative
- Good communication skills and understands the community aspect of a small school
- Someone who goes "the extra mile" and enjoys being part of a great team
- A willingness to support the Christian ethos of a Church of England School by being the best role model for pupils and working as part of our whole school team

We can offer you:

- Partnership working with a great team of staff and skilled governors in a caring Christian environment
- Opportunities to learn, be creative and develop in your role

- Fantastic children who are fun to work with and keen to learn
- A sense of family and community in our small school
- A “can do” positive ethos which allows children to build happy memories of their time at our school and fulfil their potential
- A role in the future development and shaping of the future in our fabulous school
- An OFSTED and SIAMS “Good” school

You are very welcome to visit the school and meet our team, please contact the school on 01604 740540 to make an appointment or email the Head Teacher Louise Cook via email at cookl@nasebyacademy.com.

Naseby CE Primary Academy is committed to safeguarding and promoting the welfare of children. In line with safer recruitment practice, an enhanced DBS check is required for the successful applicant and references will be requested for short-listed applicants prior to interview.

Naseby Safeguarding Policies and Procedures are available on their website, which can be accessed on the following web address :

https://www.nasebyschool.co.uk/_site/data/files/safeguarding/A5B1AD79C8FE2A1D3D3665D2BF4C437E.docx

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust, we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness.

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore, we recommend that you apply early.

Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

Pathfinder Schools is passionate about its values of collaboration, humanity and independence, we believe that when people feel respected and included they can be more creative, innovative, and successful. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints. Our employee lifecycle processes are designed to prevent discrimination against our colleagues, regardless of gender identity or expression, sexual orientation, religion or belief, pregnancy and maternity, marital status, ethnicity, age, disability status, or any other aspect which makes them unique. While we have more work to do to advance diversity and inclusion, we're committed to moving our Trust and the education sector forward.

Job Description Administrator



Grade D Points 3-4

£22,737-£23,414 per annum pro-rata

Purpose of the Post

Under the direction of the Headteacher undertake administrative duties for the school.

Be the first point of contact for the school promoting an excellent public image

To be responsible for responding to general enquiries and receiving deliveries to the school office.

To ensure that the school office is a welcoming and safe environment.

Specific Duties

- Acting as the face of the school, promoting school and trust values at all times
- Maintaining the office environment to a high standard
- Undertake general reception duties to a high standard, including answering the telephone, responding to face to face enquiries and receiving deliveries.
- Contact parents and named contacts via text or email to share school communications
- Ensure that visitors to the school sign in, provide suitable ID including child protection documentation where applicable, are issued with a visitor pass and are taken to / collected by the appropriate colleague.
- Adding and removing information from the Single Central Record (SCR)
- Be responsible for the school office@inbox, responding to queries and distributing messages as required
- Processing pupil leavers and starters via the MIS and DfE School to School service
- Record staff absence on the school MIS
- Respond to general queries from school staff, pupils, parents and members of the public.
- Oversee pupils, staff and pupils signing in and out of school and maintaining accurate records
- Support the Headteacher in the administration of pupil attendance, in line with the Attendance Policy, to include: reviewing and adjusting electronic registers contacting parents regarding pupils who are absent from school without prior notification Preparing and issuing attendance letters record and review information on the school MIS system Bromcom

- Liaise with the lunch providers to notify them of absences on the day for school meals.
- Manage the Fruit & Veg and Cool Milk Schemes, providing returns and data as required
- Produce a range of documents to meet the needs of the school team, including, letters, newsletters and manage the school diary
- Maintain accurate manual and computerised records, including management information systems
- Promote the school via Social Media ensuring Acceptable Use and Safeguarding protocols are followed
- File and retrieve documentation and other resources to support efficient record management and compliance with data protection requirements.
- Regularly update the school website.
- Assist with the organisation and management of school trips and events, including payments
- Request quotations, place and receive orders
- Open and distribute school post
- At the request of the Headteacher book supply/agency colleagues and ensure vetting and Single Central Record procedures are followed
- Undertake general financial administration as directed by the Headteacher and Central Finance Team
- Under the direction of the Headteacher support in the school recruitment process including preparing and printing documents, greeting candidates and copying identification
- Assist with pupil welfare as appropriate
- Any other duties, commensurate with the grade, for which the post holder has appropriate skills / training, as may be required from time to time by the Headteacher or a Central Team colleague.

Safeguarding

Staff are accountable for the way in which they exercise authority, manage risk, use resources, and protect students, who they are responsible for or in contact with, from discrimination and avoidable harm. All staff, where paid or voluntary, have a duty to keep young people safe and to protect them from harm. When an individual accepts a role that involves working with children and young people they need to understand acknowledge that the responsibilities and trust are inherent to that role. There will be a requirement that staff observe their obligations in accordance with the Trust's safeguarding procedure and report any concerns in accordance with the procedure to the appropriate person.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the post holder after enhanced DBS clearance has been acquired, must be disclosed by the post holder. Failure by the post holder to do so, or the obtaining by the post holder of a relevant conviction caution or reprimand, may be managed in accordance with the Trust's disciplinary procedure.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions(failure to act).Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy ,and in any risk assessments relevant to the post holder's role or circumstances. Which must be observed.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy.

Administrator

Person Specification



Qualifications	Essential	Desirable
GCSE or equivalent in English/Maths Grade 4/c	✓	
Further professional qualifications relevant to the role		✓
Experience & skills		
- Experience in a customer facing environment - Experience in a busy office - Exceptional customer service skills - Exceptional problem solver - Ability and successful experience of multi-tasking and managing workload - Appropriate level of IT and keyboard skills, in particular a good working knowledge of Microsoft Office to include excel and word. - Ability to prioritise and work on own initiative as well as being an effective team member. - Ability to remain calm under pressure. - Ability to work to tight deadlines. - Appropriate level of data protection, security and confidentiality awareness. - Methodical approach to work and able to produce accurate information Reliable and flexible in order to meet the needs of the school.	✓	
- Experience working in an education/school environment - An understanding of safeguarding and child protection - Experience of MIS systems - Experience of managing business social media. - Experience of updating and maintaining a business website		✓

Administrator

Person Specification



Communication	Essential	Desirable
Ability to communicate effectively with colleagues, managers, and customers at all levels both verbally and in writing.	✓	
Relationships		
- An ability to establish good working relationships with staff and the ability to form and maintain appropriate relationships and personal boundaries with students - A commitment to safeguarding and promoting welfare of children and young people	✓	



CONTACT US

Naseby Church of England Primary Academy
School Lane

Naseby

01604 740540

bursar@naseby.pfschools.org.uk

<https://www.nasebyschool.co.uk/>