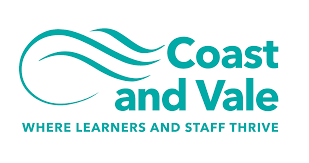
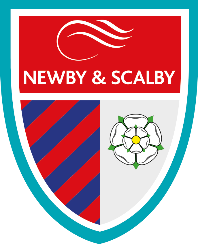
****

[](https://www.google.co.uk/imgres?imgurl=https://s3.amazonaws.com/images.ecwid.com/images/12739192/993883346.jpg&imgrefurl=http://www.edgeclothing.co.uk/store/Newby-%26-Scalby-School-c27410294&docid=vaAFan9GlLBSPM&tbnid=ClsEZGzPxNmnKM:&vet=10ahUKEwir3OXZucjkAhX4DmMBHS3FCFcQMwhyKCcwJw..i&w=910&h=839&hl=en&bih=1124&biw=1920&q=Newby%20Scalby%20Primary%20School&ved=0ahUKEwir3OXZucjkAhX4DmMBHS3FCFcQMwhyKCcwJw&iact=mrc&uact=8)

**Working to Learn Together**



**Administrator Grade D (SCP 4 – 6) 31hrs/week**

**Required: ASAP**

**Recruitment Information Pack**

Newby & Scalby Primary School

The Green, Scarborough, YO12 5JA

## Contents

Welcome from the Headteacher 3

Our schools 4 -5

Application process and how to apply 6

Job Description and Person Specification 7-11



**Dear applicant,**

Allow me to extend a warm welcome from all governors, staff and children of Newby & Scalby Primary School. I am delighted you have shown interest in joining us and I look forward to sharing with you what makes our school a very special place to work.

Our children are delightful, happy, confident and energetic. They are passionate about their learning, be it in the classroom or through other areas of our developed curriculum such as dance, art, PE and music.

Over many years together we have built a learning community that puts the whole child and their development, along with harnessing the skills of our staff at our very heart. You will be joining a school with low staff turnover and high staff retention and as Headteacher it is my job to make sure colleagues are supported and challenged to be lifelong learners.

Working at Newby &Scalby is incredibly rewarding. Due to our well-deserved reputation across the area we place huge importance on developing talent – and in many ways our ‘research school’ ethos has resulted in many staff being developed as a support professional. I still get an incredible buzz from seeing our children reach their full potential through our staff training and development focus.

This is an exciting time to join us. As the founding primary member of the Coast and Vale Learning Trust (along with Scalby School) our team are working in partnership with our sister school Friarage Primary to share, learn and create a primary hub our area can be proud of. Through our Trust we are able to access the support and resources from our Teaching School, which means as a staff member you have a wide range of colleagues, tools and resources to help you develop not just in the classroom but beyond.

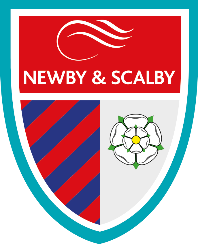
I hope that you will take the time to come and see and experience for yourself the warm and welcoming atmosphere which makes our vision a reality.

Good luck with your application. I look forward to reading it.

**Paul Davidson**

**Headteacher**

**Our schools**

[](https://www.google.co.uk/imgres?imgurl=https://s3.amazonaws.com/images.ecwid.com/images/12739192/993883346.jpg&imgrefurl=http://www.edgeclothing.co.uk/store/Newby-%26-Scalby-School-c27410294&docid=vaAFan9GlLBSPM&tbnid=ClsEZGzPxNmnKM:&vet=10ahUKEwir3OXZucjkAhX4DmMBHS3FCFcQMwhyKCcwJw..i&w=910&h=839&hl=en&bih=1124&biw=1920&q=Newby%20Scalby%20Primary%20School&ved=0ahUKEwir3OXZucjkAhX4DmMBHS3FCFcQMwhyKCcwJw&iact=mrc&uact=8)**Newby and Scalby Primary School**

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teesside, York and surrounding areas. Ofsted in 2018 judged us to be ‘good’ in all areas and as a school we are very much outward facing both in terms of teaching and learning and in constantly thinking about how we can improve.

Since our “good” Ofsted, we continue to build on our successes and we are a family and a team, where everyone is given the challenge and support to be the best they can possible be in a safe, welcoming and positive environment. Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

**To learn more about us please visit us at:**

[Newby and Scalby Primary School - Home (coastandvale.academy)](https://www.newbyandscalby.coastandvale.academy/)

**Friarage Primary School**



We are proud to serve the communities around the Castle Ward area of Scarborough as ‘Together we can’ make a real difference to the life chances of children and young people in Scarborough.

Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.

**To learn more about us please visit us at:** [Friarage Community Primary School - Home (coastandvale.academy)](https://www.friarage.coastandvale.academy/)

**Scalby School**

****

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged ‘good’ by Ofsted in 2019 and in 2019 we celebrated sustained results. Our P8 score placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.

**To learn more about us please visit us at:** [Scalby School - Home (coastandvale.academy)](https://www.scalby.coastandvale.academy/)

## Lady Lumley’s School

A picture containing text, queen

Description automatically generated

Lady Lumley’s School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.

In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley’s is on an ambitious journey of school improvement.

To learn more about us please visit us at [Lady Lumley's School - Home (coastandvale.academy)](https://www.ladylumleys.coastandvale.academy/)



**Scarborough University Technical College**

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College, we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security. Our unique approach provides students with an excellent range of opportunities including Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.

Our work with employers and universities ensure we are able to deliver an innovative blend of technical, practical and academic learning which ensures our students make good progress and go on to outstanding destinations.

Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have

## Application Process

The closing date for all applications is **Wednesday 1st June 2022 9am**

Interviews will be held **on 14th June 2022**

Completed applications must be returned to Garry Morrison at [**garry.morrison@northyorks.gov.uk**](mailto:garry.morrison@northyorks.gov.uk)

**If you think you’re the person for the job, please complete the enclosed application form and send to the email address above by the closing date.**

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

## Queries

Please contact Garry Morrison at [garry.morrison@northyorks.gov.uk](mailto:garry.morrison@northyorks.gov.uk) or on **07814935700**



**JOB DESCRIPTION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **POST: School Administrator** | | | |  | | |
| GRADE: Grade D (scp 4-6) | |  | | | | |
| RESPONSIBLE TO: Headteacher/ Office Manager | | | | | |  |
| STAFF MANAGED: Admin Assistant | | | | | |  |
| POST REF: | |  |  | |  | |
| **JOB PURPOSE:** | To provide an effective administrative support/pa service to the Headteacher and the School. The post holder will have some responsibility for the supervision of employees, for considerable expenditures and pupil information systems. | | | | | |
| **JOB CONTEXT:** | Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics 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 | * Collate information for statistical returns, including attendance and the completion of administrative forms including assistance with examination entries. * Analyse and evaluate data and information and produce reports * Deal with administration in relation to staff appointments, including advertisements, arrangement of interviews, standard correspondence and expenses etc. * Deal with maintenance requests and oversee contractors where appropriate. * Be responsible for confidential information e.g. policies, staff, pupils and parents records. * Produce documents for the school e.g. Newsletters, brochures. * Ensure the provision of administrative, clerical and secretarial duties e.g. typing, copying, diary management, using appropriate technology. * Take minutes at meetings as required * Organise school trips, room bookings for meetings and arrange supply cover for teaching absences. * Organise school lettings | | | | | |
| Communications | * Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers. * Remember and understand the procedures and legislation relating to confidentiality issues that apply to your job role. * Liaise with parents, staff, pupils and external agencies as required * Ensure the delivery of an efficient reception service | | | | | |
| People/Resource management | * Handling of small amounts of cash, payments of bills and invoices. * Checking queries. * Process orders and payments for stationary, equipment etc. * Participate in the schools performance management scheme. * Attend staff meetings and training days and management team meetings by agreement with the Headteacher. * Participate in training & other learning activities * Manage the day to day activities of the administrative assistant including the induction, training and allocation of work | | | | | |
| Safeguarding | * Adhere to data protection legislation * 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 as appropriate– in writing, by telephone, electronically and in person. * Maintain and update all necessary records using manual and computerised systems and check entries. | | | | | |
| Data Protection | * To comply with The 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 and team members understanding of equality issues. | | | | | |
| Flexibility | * The Trust 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 Trust Policies and Procedures. | | | | | |
| Customer Service | * The Trust 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. * The Trust 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: | May 2022 | | | | | |

**PERSON SPECIFICATION**

**School Administrator**

|  |  |
| --- | --- |
| **Essential upon appointment** | **Desirable on appointment** |
| **Knowledge**   * Knowledge of admin and office systems particularly pupil information * Knowledge of health & safety regulations & procedures | * Knowledge of school procedures |
| **Experience**   * Experience of operating administrative systems, including Microsoft office * Clerical or administrative experience | * Supervisory experience * Experience in public or private sector finance and administration |
| **Occupational Skills**   * Good ICT skills and the ability to use the keyboard with speed and precision * Excellent written and verbal communication skills * Statistical and analytical skills * Problem solving skills | * Budget management skills * Experience of Telephone Systems |
| **Qualifications**   * GCSE A\* - C (or equivalent) in English and Maths | * Appropriate first aid training * Level 3 qualification in Business / Finance / Administration or equivalent. * Level 2 Word Processing qualification or equivalent. |
| **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 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 |  |

We are committed to safeguarding and protecting the children and young people we work with and expect all our staff and volunteers to share this commitment. As such, all posts are subject to safer recruitment process, including an enhanced DBS check. We have a range of policies in place which promote safeguarding and safer working practice across our Schools

We are an equal opportunities employer and welcome applications from all sections of the community regardless of age, gender, race, ethnicity, disability, sexual orientation, social background, religion or belief. We want to recruit the right people for the Trust, from the widest possible backgrounds, to make the most of each individual’s different knowledge and experience.

Your privacy is important to us. By submitting your personal data or information to us, you agree this will be handled in accordance with the Trust’s “Privacy Notice Recruitment” which can be found on our website.