



**Administrator**  
**Castleton & Glaisdale Primary Schools**  
**Recruitment Information Pack**  
[Yorkshire Endeavour Academy Trust - Welcome](#)

## Contents

Welcome from the Headteacher	3
Our vision and values	4
YEAT Schools	5 -7
Application process	8
Job Description and Person Specification	9 -



## Welcome from the Headteacher

Dear applicant,

Allow me to extend a warm welcome from all governors, staff and children of both Glaisdale and Castleton Primary Schools. I am delighted you have shown interest in joining us and I look forward to sharing with you what makes our schools very special places to work.

Our children are delightful, happy, confident and energetic. They are passionate about their learning and enjoy a wide curriculum, with access to 1:1 iPads, outdoor learning areas and well-stocked libraries. Through the pandemic, they have demonstrated incredible resilience, adapting to new ways of learning, including contributing to live virtual lessons. Our children have many talents and we pride ourselves in providing lots of opportunities for every child to contribute to the wider school community. We are looking for a teacher and developing leader who can take the love of learning that our children come to school with each day and use it to inspire awe and wonder; someone who can embrace all aspects of the curriculum.

Castleton, Glaisdale and Lealholm schools work very closely together and the staff teams across all three are passionate about their work and supportive of each other. Flexibility is crucial, particularly within our small school settings, and the successful candidates will need to lead by example in this respect.

This is an exciting time to join us. As part of the Yorkshire Endeavour Academy Trust, our team are working in partnership across the Whitby area to share, learn and inspire. Through our Trust we are able to access support, training and resources from the Esk Valley Alliance and Yorkshire Endeavour English Hub, which means staff members have a wide range of colleagues, tools and resources to help them develop not just in the classroom but beyond.

I hope that you will take the time to find out more about our schools. Good luck with your application. I look forward to reading it.

**Oliver Cooper,**  
**Headteacher of Castleton and Glaisdale Primary Schools**

## Yorkshire Endeavour Academy Trust

### Our Vision and Values

#### Vision

- **Ethical** action for a world class education.
- **Nurturing** relationships at the heart of our communities.
- **Brave** leadership in a changing landscape.

#### Values

- Providing world-class education to all children through an ambitious curriculum.
- Encouraging curiosity and a lifelong love of learning.
- Wrapping around our community through an inclusive nurturing approach.
- Taking pride in local heritage whilst preparing our children to be global citizens.
- Collaborating with partners in education and universal services to support each child's unique journey.
- Highlighting and sharing excellent educational practice for the benefit of all.
- Growing and developing people in all roles to be their very best.

### **Airy Hill Primary School**

Pupils succeed and flourish at our school. They achieve well across the whole curriculum. Our children love the outdoor spaces at school and they say learning at Airy Hill is fun. We are a nurturing, rights-respecting and pupil centred school. Our school vision runs deeply through the life of Airy Hill and is easily identified by anyone visiting us. We ensure our pupils have broad and exciting learning experiences and this is reflected in the way our pupils talk about school. Children learn about their local heritage as well as aspects of culture from around the globe – they value and celebrate the differences in each other. We work together so every child succeeds.

For more information about Airy Hill, please visit our [website](#).



### **Castleton Community Primary School**

Castleton currently has 53 pupils on roll across two classes: Acorns (EYFS/KS1) and Oaks (KS2). Outdoor learning is a key feature of our provision and children have regular opportunities to participate in a range of outdoor activities. Hidden behind our historic building are extensive grounds, which include tiered gardens featuring a pond, greenhouse, adventure play area, stage, quiet zone, forest school site and an outdoor classroom. Our children are also interested in music and the arts. Our parents are very keen to be involved in the life of the school and we have an active PTFA.

For more information about Castleton, please visit our [website](#).



## Glaisdale Primary School

Glaisdale school currently has 34 pupils on roll across two classes: Explorers (EYFS/KS1) and Adventurers (KS2). We have a relatively new staff team who have worked hard in recent months to develop our curriculum, sports offer, school council and EYFS provision.



## Glaisdale Primary School

Our children love the great outdoors and our rural location provides lots of opportunities for sport and adventurous activities. We would love our new teacher in charge to share this passion, taking the lead on improving our sports and PE provision in order to achieve local, regional and national recognition.

Staff have developed excellent relationships with our parents and 100% of those completing a recent survey said they would recommend Glaisdale to other parents.

For more information about Glaisdale, please visit our [website](#).

## Lealholm Primary School

Lealholm is a very welcoming school with a friendly atmosphere. The small pupil numbers encourage a family feel, where pupils from Reception to Year 6 happily learn, play, eat and celebrate together. All pupils can identify trusted adults within school, including those in non-teaching roles, to whom they could turn to if they had any worries. Positive attitudes and kind behaviour are celebrated and awarded in weekly assemblies.



Pupils have access to a wide range of activities, as well as taking on leadership responsibilities, including being on the school council and being reading buddy. Opportunities to work collaboratively with pupils from other schools within the Trust are actively planned into the school year. This provides pupils from our small village community with useful opportunities to develop confidence and build relationships with their peers beyond Lealholm, in preparation for their eventual transition to secondary school in the nearest town, almost 10 miles away.

For more information about Lealholm, please visit our [website](#).

## Oakridge Community Primary School

Oakridge Community Primary School is situated in a most beautiful part of the country: the village of Hinderwell located between the North Yorkshire Moors and the North Sea coast.

We are a designated Community Primary School, including a nursery and cater for children between the ages of 3 and 11. The children are organised into two classes: Dolphin Class for KS2 pupils and Seahorse Class for EYFS and KS1 pupils.

We provide a rich and exciting curriculum in a safe and caring environment, where children flourish and have the opportunity to build positive relationships, make reputable choices and be inspired to become innovative life-long learners.

We recognise that parents and carers are an integral part of our family of schools, and we strive to work with them to make positive contributions to our local communities.

For more information about Oakridge, please visit our [website](#).



## West Cliff Primary School

West Cliff Primary School is a warm and friendly community school that provides education from children aged 2-11. It currently has around 200 children on roll, divided into 8 classes (one for each year group). We also have the Rockpool, which is our Targeted Mainstream Provision for children with high level social, emotional and mental health needs. The school mainly takes children from the west side and the centre of Whitby but is accessible from all parts of the town.

We pride ourselves on providing a warm and welcoming environment for children and adults alike, and we strive to provide the very best standard of education possible for our children. The six principles of nurture run through our school.

We are a Beach School as we believe that the beach is a fantastic resource that can be used, both to learn and have fun on. We are located a short walk from the beach and you can even see the sea from our upper-floor classrooms!

For more information about West Cliff, please visit our [website](#)



## Application Process

The closing date for all applications is **11:59pm, Sunday 26th January 2025**

Interviews will be held shortly thereafter.

An email will be sent to candidates with the outcome of the shortlisting process.

### **Application Process**

Please apply online via NYC Jobs

An email will be sent to candidates with details of the shortlisting process.  
We do not accept CV's.

### **Queries / Call with the Head**

Visits to the school and informal chats with our Headteacher Olly Cooper are welcomed. Please contact Chloe Bullen on 01609 536 964 or via [chloe.bullen@northyorks.gov.uk](mailto:chloe.bullen@northyorks.gov.uk)

Chloe has been engaged to support us with recruiting to this exciting opportunity.



## Job Description

POST: SCHOOL ADMINISTRATOR	
GRADE: Grade E	
RESPONSIBLE TO: SENIOR ADMINISTRATION OFFICER	
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 depending on the size of the school.
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  Enhanced DBS clearance required
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Issues	<ul style="list-style-type: none"> <li>• Provision of administrative, clerical and secretarial duties as required.</li> <li>• 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.</li> <li>• Obtain quotes from contractors and ensure that adequate and appropriate insurance cover is held by contractors.</li> <li>• Take minutes at various meetings as required.</li> <li>• Undertake wages and salary administration and distribution which may involve liaison with the Local Authority offices.</li> <li>• Make arrangements for school lettings.</li> <li>• Short term planning e.g. booking supply cover for absent teachers and keeping a record of work carried out.</li> <li>• Administer basic first aid and contacting parents in the event of an accident or incident involving their child. Record accidents in accident book.</li> <li>• Make appropriate decisions to problems/issues when they arise within the office.</li> <li>• Report concerns and obtain support for any issues raised.</li> <li>• Assist teaching and non-teaching staff with administrative queries.</li> </ul>

Communications	<ul style="list-style-type: none"> <li>• Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.</li> <li>• Undertake reception service to the school, acting as the first point of in dealing with routine phone calls, taking messages and greeting visitors.</li> </ul>
Resource/People management	<ul style="list-style-type: none"> <li>• Assist senior staff with budget preparation and revision as necessary.</li> <li>• Monitor the school budget on a regular basis. In addition to maintaining computerised records this involves liaison with the Headteacher.</li> <li>• 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.</li> <li>• Monitor stock levels, order office materials, equipment and services, negotiate on prices with suppliers and check incoming orders.</li> <li>• Assist in the induction of new employees.</li> <li>• Attend staff meetings and training days and management team meetings by agreement with the Headteacher.</li> <li>• Participate in the schools performance management scheme.</li> <li>• Highlight additional training and supervision needs to build on your skills and knowledge.</li> <li>• Participate in training and other learning activities and performance development as required.</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Know about data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate.</li> <li>• 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.</li> <li>• Have an awareness and basic knowledge where appropriate of the most recent legislation.</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Share information appropriately – in writing, by telephone, electronically and in person.</li> <li>• Maintain and update accurate computerised and manual records as required.</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• To comply with the Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>

Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health &amp; safety responsibilities as an employee and where appropriate any additional specialist or managerial health &amp; safety responsibilities as defined in the Health &amp; Safety policy and procedure.</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> <li>• Develop own understanding of equality issues.</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>• North Yorkshire Council 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 Council Policies and Procedures.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• The Council 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.</li> <li>• The Council 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.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>
Date of Issue:	March 2023

## Person Specification

Essential upon appointment	Desirable on appointment
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of administration and office systems</li> </ul>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Clerical or administrative experience</li> <li>• Experience of working with Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Cash handling experience</li> <li>• Supervisory experience</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Computer literate</li> <li>• Good written and verbal communication skills</li> <li>• Good numeracy and literacy skills</li> <li>• Judgemental skills</li> <li>• Problem solving skills</li> <li>• Analytical skills</li> </ul>	<ul style="list-style-type: none"> <li>• Budget management skills</li> <li>• Grant/Funding applications</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent, GCSE grade C</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate first aid training (Dependent on the schools needs - insert as appropriate)</li> <li>• CLAIT Plus, ECDL or Level 2 Word Processing</li> </ul>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Attention to detail, neatness and accuracy</li> <li>• Organisational skills</li> <li>• Ability to work successfully in a team</li> <li>• Confidentiality</li> <li>• Ability to work to deadlines and prioritise own workload</li> </ul>	
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• To be committed to the school's policy and ethos.</li> <li>• To be committed to Continual Professional Development.</li> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Enhanced DBS clearance required</li> </ul>	

# APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNCIL

## IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

### Data Protection

The information that you state on this application form will be used by the school and the Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [www.northyorks.gov.uk/working-us](http://www.northyorks.gov.uk/working-us).

### Rehabilitation of Offenders

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This includes any information deemed relevant as part of Keeping Children Safe in Education which may arise in an online search undertaken on shortlisted candidates. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

### Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

### Canvassing

You must not try to influence an elected Council Member, any council employee or a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a governor you must indicate this in the relevant section of the application form.

## Policy Statement on the Recruitment of Ex-offenders (Source [www.gov.uk](http://www.gov.uk))

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.

This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer.