

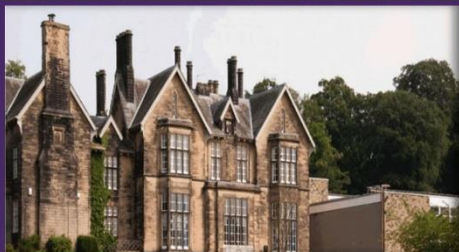


**Moorlands**  
Learning Trust



**THE SKIPTON ACADEMY**

A MOORLANDS LEARNING TRUST ACADEMY



**ILKLEY GRAMMAR SCHOOL**

A MOORLANDS LEARNING TRUST SCHOOL



**FURTHER  
PARTICULARS  
FOR THE POST  
OF:**

**ADMINISTRATOR  
at The Skipton  
Academy**

**January 2022**



**THE SKIPTON ACADEMY**

A MOORLANDS LEARNING TRUST ACADEMY



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## **ADMINISTRATOR**

**Salary scale point 5 (range 5-6)**

**Pattern of hours: Monday – Friday 8.00am - 4pm (can be flexible) with half an hour unpaid lunch break each day and an early finish of 3.30pm one afternoon each week**

**Term time only. Plus 5 days**

**Actual salary £16531.07**

### **PRIME OBJECTIVE OF THE POST**

To contribute to the administrations function of the academy such that a comprehensive, effective and professional service is provided to staff, students, parents, visitors and the school. Working cooperatively as part of the Associate Staff team to facilitate a high level of support and expertise to support the school's strategic objectives. This will include carrying out general admin support to the Trust and SEND department, word processing, use of Publisher, use of Excel, photocopying, filing, completing standard forms, reception back-up (calls and visitors), responding to routine correspondence and using school systems such as Schoolcomms and Classcharts.

### **RESPONSIBLE TO THE OPERATIONS MANAGER THE POST HOLDER WILL:**

#### **Key accountabilities:**

- To deliver general administrative support to all stakeholders to include, but not exclusive to, the Trust, the SEND department, parents evening and event system management, Classcharts and other school system procedures
- Work cooperatively as part of the admin team
- Schoolcomms/emails/letters
- Throughout school holidays, to share the monitoring of the admin inbox, forwarding messages to the most appropriate member of staff
- Supporting the administration and systems for Parents'/Tutor Evenings, Presentation Evenings and other events
- Data processing and summarising/reporting
- Take notes at meetings
- Evaluation of parent surveys
- Provide cover at the school's reception desk, as and when required, ensuring a professional and welcoming environment, including being the first back-up for incoming phone calls
- Liaison with other Associate Staff Teams, as appropriate
- Play a key role in supporting the operations of the school as part of the Associate Staff Team
- Knowledge of the school's SIMS system to process attendance marks, timetable requests and general SIMS reports, as required
- To work as a member of the First Aid Team
- Recording into the whole school accident book
- To provide support at break/lunchtime on the tills if required

## **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
- To support, uphold and contribute to the development of the Academy's Equality policies and practices in respect of both employment issues and the delivery of services to the community.

## **General Accountabilities**

- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times;
- establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school;
- be aware of and comply with the code of conduct, regulations and policies of the school;
- develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development.

## ***VARIATION IN ROLE***

Given the dynamic nature of the role and structure of The Skipton Academy, it must be accepted that, as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

## **Probationary Period**

All Support Staff new to The Skipton Academy will undertake a six month probationary programme.

## **Recruitment and Selection Policy Statement**

The Academy's Board of Governors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **How to apply**

As part of your online application in the Personal Statement section please explain: How your skills, qualities and experiences make you a suitable candidate for this post.

Closing date for applications: **9am Monday 24 January 2022**

Provisional interview date: **Thursday 27 January 2022**

*Moorlands Learning Trust is an equal opportunities employer and is committed to the protection and safeguarding of children and young people in our recruitment procedures and in all our work across and beyond school. The school adheres to statutory guidelines in respect to safe recruitment. All persons employed by the school, in any capacity, will undergo an enhanced Disclosure and Barring Service (DBS) check, and confirmation of employment is subject to a successful outcome. All teaching staff members recruited by the school have their eligibility to teach checked with the DfE.*

## PERSONNEL SPECIFICATION

### Administrator (general)

Qualifications	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> GCSE grade C or equivalent in English, Maths, ICT	E	Application form and selection process
<input type="checkbox"/> ICT qualifications e.g. RSA, Excel, Publisher, PowerPoint, European Driving Licence etc or relevant experience	E	
<input type="checkbox"/> An understanding of child protection, health, safety and security	D	
<input type="checkbox"/> First Aid at work qualification or the expectation that the qualification will be required (training will be provided, if necessary)	D	
Experience	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Some experience of secondary school-age children	D	Application form and selection process
<input type="checkbox"/> Substantial administrative experience	E	
<input type="checkbox"/> Previous experience of working with SIMS	D	
<input type="checkbox"/> Evidence of the ability to work cooperatively with multi-disciplinary professionals, governors and other agencies	E	
<input type="checkbox"/> Experience of working in a pressured environment	E	
<input type="checkbox"/> Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks	E	
<input type="checkbox"/> Presenting yourself effectively	E	
<input type="checkbox"/> Experience of working in a school based environment	D	
<input type="checkbox"/> Experience of e-learning including mobile technologies	D	
Training	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Willingness to participate in CPD	E	Application and selection process
<input type="checkbox"/> Evidence of relevant CPD	D	
Skills	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Able to understand and carry out instructions	E	Application form and selection process
<input type="checkbox"/> Confidentiality and discretion	E	
<input type="checkbox"/> Able to think logically and calmly when under pressure	E	
<input type="checkbox"/> Able to keep accurate & appropriate records	E	
<input type="checkbox"/> Able to use initiative within school policies and practices	E	
<input type="checkbox"/> High standard of written and spoken English	E	
<input type="checkbox"/> Proven ability to use ICT in the organisation and management of their role	E	
<input type="checkbox"/> Good numeracy skills	E	
<input type="checkbox"/> Able to act in an understanding and patient manner whilst remaining firm and fair.	E	
<input type="checkbox"/> Able to take initiative and to work independently	E	
<input type="checkbox"/> Good interpersonal skills and confident communicator	E	
<input type="checkbox"/> Good problem solver	E	

<input type="checkbox"/> Understand and manipulate numerical & statistical data	D	
<input type="checkbox"/> Evidence of the ability to promote a positive ethos and pride in the school together with high standards of education, care and behaviour	E	
<b>Professional Qualities</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Abide by the school's policies	E	Application form and selection process
<input type="checkbox"/> 'Can do' attitude	E	
<input type="checkbox"/> Team work/collaboration	E	
<input type="checkbox"/> Emotional intelligence	E	
<input type="checkbox"/> Professional appearance	E	
<input type="checkbox"/> Sense of humour and perspective!	E	
<b>Equal Opportunities</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Selection process
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
<b>Circumstances - Personal</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Will not require holiday leave during term time.	E	
<input type="checkbox"/> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).	E	Selection process and completion of an Enhanced DBS disclosure
<input type="checkbox"/> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).	E	
<input type="checkbox"/> If driving is a feature of this post – must be licensed and appropriately insured (e.g. business use).	E	
<b>Safeguarding</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Has appropriate motivation to work with children and young people, and can relate to them	E	Completion of an Enhanced DBS disclosure
<input type="checkbox"/> Ability to maintain appropriate relationships and personal boundaries with children and young people	E	
<input type="checkbox"/> Displays commitment to the protection and safeguarding of children and young people	E	
<input type="checkbox"/> Good knowledge and understanding of the importance of safeguarding students and the welfare of staff, and of the action to take if necessary	D	