



**Truro and Penwith
Academy Trust**

TREWIRGIE INFANTS

PART TIME ADMINISTRATOR RECRUITMENT PACK

CONTENTS

Advert	Page
Information about Trewirgie Infants School	Page
Job Description	Page
Person Specification	Page
Application Form	Page
Equal Opportunities Form	Page
Safeguarding Self-Declaration Form	Page
Letter from Chair of Board of Trustees	Page
Useful Information	Page

Trewirgie Infants Information for Applicants

Trewirgie Road, Redruth, TR15 2SZ

trewirgieinf@tpacademytrust.org www.trewirgie-inf.cornwall.sch.uk

Headteacher: Mrs Cath Callow



Advert

We require admin support for 5 hours a week.

Preferably one day in the week working 11:00am until 4:00pm – however this has the potential to be flexible for the right candidate.

Contract Type: Permanent Variable

You will be required to undertake general admin duties and clerical support to the school and to be the first point of contact with the general public.

This post is term-time but you will be required to work some inset days

Closing date: 21st October 2024

Interviews will be held on 24th October 2024

Starting date: As soon as possible

Welcome to Trewirgie Infants School

This information pack will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective member of our school community.

Trewirgie Infants is a vibrant school where children are enthusiastic and motivated to achieve endless possibilities. The children are at the heart of every decision we make to ensure that they are happy, confident and that the opportunities that are provided for them are relevant to their needs both now and in the future.

At Trewirgie Infants School, we believe that children should be curious about their learning. Through our engaging curriculum, we ensure that children can foster a passion for learning that will help to develop high aspirations and a lifetime of memories. We believe in ensuring that children receive a well-rounded curriculum; where individual talents can be spotted and nurtured to ensure that all children experience success and reach their full potential.

The school has a dedicated team that works hard to reach high standards in everything we do and this is further embedded through our relationships with parents, the local community and the other schools. We firmly believe that education is a partnership between home and school and regard you as an active partner in your child's education and value your interest and support.

Mrs Cath Callow - Headteacher

The school caters for children between the ages of 3 - 7. We have a Nursery within the school grounds, providing opportunities for younger children.

We offer a rich & diverse curriculum, as well as a full programme of before & after-school activities.

In June 2021 we join the Truro and Penwith Academy Trust and will be working collaboratively with our partner schools as well as having excellent links with the Redruth Learning group of schools.

Class Organisation

The school can hold 270 places of 3 form entry ranging from Reception to Year 2 and a 52 place Nursery.

Staff Organisation

The staff organisation can be located on our website

<https://www.trewirgie-inf.cornwall.sch.uk/about/staff/>

We are strongly committed to staff development and learning.

Our Curriculum

At Trewirgie Infants and Nursery school, we inspire children to engage in learning, and to be proud members of a caring, supportive and successful school. We support our children to develop life-long learning skills; to be independent and creative thinkers and to be socially confident. To enable our children to be successful, we have developed a curriculum that captures their interests, stimulates their ideas and encourages inquisitiveness and critical thinking which meets their needs and reflects our locality and heritage.

At our school, we teach the children to care about themselves and others. We encourage our children to share their thoughts, ideas and feelings so we can support them to succeed to be healthy lifelong learners who are emotionally and mentally strong. Our aim is to inspire and educate our children in a happy, safe and enjoyable environment. We want our children to develop life skills, to be independent and creative thinkers and to be socially confident throughout their education and into their adult lives. Helping our children to develop respect, self-esteem and an ability to value themselves and others in order to make positive life choices for themselves.

Our curriculum is planned carefully to follow the National Curriculum objectives but always with our children and our school's locality at its heart. We provide a creative curriculum framework in which children can develop an understanding of their own skills, expertise and knowledge allowing them to explore and build upon these as a process of self-development. It is designed to be broad, balanced and relevant to the experiences and needs of our children. It is structured to allow a progression in the acquisition of skills, knowledge and understanding for our children to succeed in a changing world. All children will have opportunities to experience all areas of the curriculum. Building upon the knowledge and skills learnt and developed in Early Years throughout their journey into Key Stage 1.

Our children and community shape the way we have decided to create our curriculum. We recognised that our children needed a curriculum that is interesting, creative, intriguing and fun experience. Each year group and class adapt their own planning to meet our children's real life needs and their starting points. All staff set high expectations for all children. They use appropriate assessments to set ambitious but achievable targets and plan challenging work to inspire and extend children's knowledge and skills.

Teachers plan lessons so that Pupil Premium and SEND children can study every National Curriculum subject, ensuring that there are no barriers to learning and every child can achieve at their level. Teachers take account of the needs of children whose first language is not English. Lessons are planned so that teaching opportunities are there to help those children to develop their English, and to support them to take part in all subjects.

JOB DESCRIPTION

Job Title:	Administrator / School Secretary
Salary:	TPAT Point 5
Responsible to:	Office Supervisor
Direct Supervisory	None
Responsibility for:	
Important Functional Relationships:	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, External Professional Bodies, Visitors and Suppliers of Goods & Services
Internal/External:	

Main Purpose of the Job:

To provide administrative and clerical support to the School and to be the first point of contact with the general public in person and by telephone.

Main Duties and Responsibilities:

- To provide a professional and confidential secretarial service for the school including word processing of correspondence, reports, publications and other documents as required;
- To meet and greet visitors in line with the school's visitor's procedure and receive and prioritise incoming telephone calls and deal with them appropriately;
- To assist in the organisation and arrangements for meetings, including circulating agendas and minutes, organising venues/refreshments and contacting individuals with regard to arrangements for meetings;
- To update Arbor and other school records ensuring all files remain up-to-date and in accordance with Data Protection legislative requirements and to participate in maintaining back-up systems;
- To assist with personnel administration, including completion of staffing forms, monthly payroll reconciliation, liaising with the payroll team as appropriate and maintaining staff files, ensuring confidentiality with regard to such records;
- To assist with finance administration using TPAT accounting systems, including purchase order processing, account payments and receipts, production of invoices and billing, bank processing and reconciliation, and management report generation. Credit Card and School money reconciliation.
- To contact suppliers of goods and services to obtain information relating to prices, orders, deliveries and payments as requested.
- To undertake the necessary administration associated with the School's intake of new pupils and pupils leaving the school, ensuring records are forwarded appropriately. To maintain pupil records appropriately ensuring confidentiality with such records;
- To be responsible for the maintenance of electronic and manual records including completion of returns, reports and statistics as required by the Trust and/ or other third parties;
- To ensure the provision of administrative support in respect of timetables, registers and absences, lettings diary, staff sickness, post book, school meals, school events and outings and absences;
- To support the schools wider administrative function by taking minutes, organising stock control and stationary, filing, photocopying, maintaining office equipment, dealing with incoming and outgoing mail;

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Person Specification

Person Specification:	Essential	Desirable	Recruiting method
Education and Training	English and Maths GCSE Good levels of IT	Previous Arbor experience Accounts experience	Application
Skills and Experience	Ability to work on own initiative Good communication and interpersonal skills Ability to be a team player Good typing and word processing skill Organisation and time management skills	Previous admin experience and/or experience within a school Ability to touch type Knowledge of safer recruitment First aid qualification	Application and Interview
Specialist Knowledge and Skills	Knowledge of all Microsoft products Good standard of working in an office environment Excellent customer service and	Experience of DBS administration Experience in purchase orders and invoicing	Application and Interview

	<p>communication skills</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>		
Behaviours and Values			Application and Interview
Special Conditions related to the post			
<p><i>The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.</i></p> <p>Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:</p> <ul style="list-style-type: none"> • Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information • Receipt of two satisfactory employer references one of which must be from your current or most recent employer • Satisfactory verification of relevant qualifications • Satisfactory health check <p>All new employees will be required to undertake mandatory training required by the Trust.</p>			
How to apply:	<p>To download an application pack or apply online please visit: www.trewirgie-inf.cornwall.sch.uk</p> <p>Please complete an application form in full and return to: trewirgieinf@tpacademytrust.org Please note that we do not accept CVs.</p>		
Contact details:	<p>Address: Trewirgie Infants School, Trewirgie Road, Redruth, TR15 2NZ Tel: 01209 216111 E-mail: trewirgieinf@tpacademytrust.org</p>		
Closing date:	<p>30th October 2024 Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.</p>		

Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- You will be eligible to join the local government pension scheme/Teachers pension scheme
- Any previous continuous service will be recognised
- Family friendly policies
- Continued professional development support

Useful Information

We hope you find this pack provides all the information you need in order to consider your application for this post.

Any questions or matters you would like to discuss informally, or to arrange a visit please contact:

Amanda Baker – by email trewirgieinf@tpacademytrust.org or tel. 01209 216111

Please note that CVs will not be accepted.

Application packs can be downloaded from

www.tpacademytrust.org

www.trewirgie-inf.cornwall.sch.uk

Closing Date: 21st October 2024

Completed applications to be returned to trewirgieinf@tpacademytrust.org

Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application, and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

Interviews will be held on **24th October 2024**

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.

