



# CANDIDATE INFORMATION BROCHURE

## Office Administrator



### **Hackness and Wykeham Church of England Schools' Federation**

*'Living, learning and growing in God's World'*





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I am really proud to be the Headteacher of two delightful village schools that are unique and distinctive in their own right – but are very much one family.

The decision to federate Hackness and Wykeham has paid dividends, and allowed us to share resources, teaching, curriculum ideas and partnership working to benefit our children and the communities we serve.



Hackness is a small C of E Primary situated in the village of Hackness and in the North Yorkshire Moors. Wykeham School is situated in the village of Wykeham and only 6 miles outside Scarborough. Both schools have three mixed classes which makes our teaching and support staff roles in our childrens lives very special indeed.

Our very creative staff have a real love of teaching and we are looking for a future member of our team who can develop that sense of awe and wonder in children. The children at both schools are delightful, happy, confident and energetic. They are passionate about their learning, be it in the traditional classroom or through drama, music, dance and painting. We are looking for someone who can embrace these aspects of the curriculum as well as literacy and numeracy.

Teaching in a village school can of course be challenging at times particularly when you are teaching a mixed class. What you can expect to join is a teaching team that shares resources, planning and will support and encourage you at the times when you need it the most. Our teaching assistants and support staff play a huge part in our school – and will help you as you immerse yourself into being part of our school.

We are fortunate that we have two school environments that mix the traditional school village feel along with making sure we have a tailored curriculum that allows us to give our children the opportunities that they deserve.

### Visits

We welcome visitors and hope that you will come and see for yourself what a happy place our federation is and what makes us the schools of choice in our local area.

Please contact Sarah Hunter at [Sarah.Hunter@northyorks.gov.uk](mailto:Sarah.Hunter@northyorks.gov.uk) or on 07816 251271 to arrange a visit – I look forward to meeting you.

Janet Spittal (Executive Headteacher)

## **Our vision and Federation values**

### ***Learning, living and growing in God's world***

Our Core Christian Values:

- Courage
- Love
- Respect
- Friendship
- Joy

### **Our Vision**

"Two unique schools, one federation family."

A loving, nurturing community, where everyone learns, lives and grows together with Christian values inspiring all that we do.

### **Our Guiding Scripture**

"I have come that they may have life, and have it to the full." John 10:10

### **Our Aims**

Our children to have a love of learning and knowledge, to live as resilient, happy and caring members of the federation and its wider community who are equipped to play a positive role in our world.

Our families are encouraged to contribute to the growth of their children, working in partnership with our whole federation family.

Our staff are passionate, inspiring and nurturing professionals, invested fully in the growth of the federation, who place the whole child at the heart of all that they do.

Our leaders and Governors embody and promote our core values, supporting and challenging to achieve the best outcomes for our children. They understand and value continuing professional development of all members of the federation community.





## Application Process

The closing date for all applications is **9am, Tuesday 26th September 2023**.

Interviews will be held shortly thereafter.

Completed applications must be returned to:

[NYES.Resourcing@northyorks.gov.uk](mailto:NYES.Resourcing@northyorks.gov.uk)

**If you think you're the person for the job, please complete the online application form with ideally a covering letter including your personal statement, no more than two sides of A4, 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

Visits are warmly welcome. Please contact Sarah Hunter on the contact details above.



## Job Description

POST: SCHOOL ADMINISTRATOR	
GRADE: Grade C (scp 2-4)	
RESPONSIBLE TO: HEADTEACHER	
STAFF MANAGED: None	
POST REF:	JOB                    2 FAMILY:
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> </ul>

	<ul style="list-style-type: none"> <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:	Aug 2023

## Person Specification

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Knowledge of administration and office systems</li> </ul>	
<b>Experience</b> <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>
<b>Occupational Skills</b> <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>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent</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>
<b>Personal Qualities</b> <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>	
<b>Other Requirements</b> <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>	