



**Whitby School**  
Ad finem terrae



**Receptionist & Administrative Assistant**

**Recruitment Information Pack**

**NYES**

**Resourcing  
Solutions**

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## Whitby School

Whitby School is a new school, an exciting development for the Whitby community. Our school will be a positive, warm, and welcoming school where pupils will aim to do their very best and take pride in their achievements. By constantly challenging our pupils to excel, we will nurture aspirations and strive to cultivate a lifelong love of learning in our young people.

We are looking for colleagues who will provide a creative, safe, and caring environment where every child is known and cared for as an individual. In this climate, every young person can thrive as they develop in personality, character and intellect and become a highly successful learner and individual.

We believe we can provide a unique education for our young people. As a school at the heart of the community it serves, we will work in partnership as a school community to ensure our children not only receive a broad and balanced education but also allow them to enjoy the area they live in and make a positive wider contribution to the area.

At Whitby School, every pupil will be known, valued, and cared for as an individual. We will celebrate our pupils' talents, achievements, and successes, and understand and support pupils where they need help. We believe that every pupil has the ability, strength, talent, and determination to achieve their potential. As a school, we will therefore aim to provide our pupils with the very best education possible, by providing a wide and comprehensive curriculum and extra-curricular activities.

Whitby School opened in September 2024 following the merger of Eskdale School, Caedmon College and Whitby Sixth Form. The school is split across two main sites - our Airy Hill Site housing the lower school of Year groups 7 and 8) and our Prospect Hill site accommodating our upper school years groups of Years 9 to 13.

If you are looking for your next career move, then join us as we look forward to beginning an exciting new chapter for secondary education in Whitby.

## **Application Process**

The closing date for all applications is **11:59pm Sunday 15<sup>th</sup> December**.

Interviews will be held week commencing **Friday 20<sup>th</sup>**

### **Apply via the NYC Jobs Page**

Please contact us if you need an application form in a different format.

Unfortunately we do not accept CVs.

An email will be sent to shortlisted candidates with details of the interview process.

***When applying please take into account the following:***

### **Supporting Information**

**The supporting information section** of your application should clearly evidence your ability to meet the requirements we have outlined in the job description & person specification. This will be used to shortlist applicants for this role and therefore it is imperative that you provide evidence as requested.

### **References**

When completing your application, please provide two employment referees. Generally, this is your current and most recent employer.

### **Queries**

please contact Chloe Bullen at [Chloe.Bullen@northyorks.gov.uk](mailto:Chloe.Bullen@northyorks.gov.uk) or on 01609 536 964

*Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and therefore subject to an enhanced DBS certificate and barred list check. An online search may be conducted for successfully shortlisted applicants.*

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These duties will be discussed annually as part of the postholder's annual performance review and are subject to change. However, they may be altered at any time, subject to need, in consultation with the postholder and with the Head of School's approval.

## **Job Description**

### **RECEPTIONIST/ADMINISTRATIVE ASSISTANT**

Administrative Assistants are collectively, as well as individually, responsible for a variety of tasks within the school. It is the responsibility of all office support staff to ensure a consistently high standard of work, and in particular to approach all activities with sensitivity, co-operation and friendliness. It is also important to liaise and communicate professionally with all your colleagues in the office; seeking assistance and advice when and where necessary. The Senior Office Administrator should be informed of all potentially difficult or awkward situations, and of all emergencies in respect of students who may be in need of medical attention. Confidentiality and discretion are also essential.

### **Main Duties**

1. To be the first point of contact for visitors to the school, ensuring that visitors are signed in according to safeguarding protocols and appropriate documentation and information is provided to them, and relevant staff are notified.
2. Support the work of the safeguarding team in managing student attendance, including monitoring students signing in and out.
3. Inputting information in school databases, eg, in the pupil attendance database.
4. Assisting with the 'office jobs' ticketing system for letters/documents and admin tasks for staff, taking minutes of meetings if required.
5. Assisting with first aid duties and incidents and the correct reporting and recording of these.
6. Checking for students in classrooms as required and making phone calls home as needed.
7. To keep student records updated, eg, address and contact information changes, updating allergy/medical information, etc.
8. To support the work of pastoral staff in their daily duties, including being a first point of contact for students who arrive late or have appointments during the school day.
9. Managing the storage and distribution of student medicines as required.
10. Assisting with lost property arrangements, as required.
11. Assisting with administrative duties relating to Free School Meals, dinner money, educational visits and stationery/tie sales, as required.



The following are some of the tasks you may be involved in undertaking to support the main administrative function at the school, depending upon the volume of work, and levels of staffing.

- To undertake word-processing or reception cover for the main office as directed by senior staff and through the staff ticketing system.
- To liaise with the Senior Administrator (Finance) over stationery and first aid stock requirements.
- To assist with the administration of lettings for the school, taking note of the callers and liaising with relevant staff as appropriate, as required.

### **Key tasks**

- Answering incoming telephone calls, taking messages and transferring calls, as appropriate.
- Assisting visitors, pupils and staff as required.
- Producing standard letters and reports/other documents.
- Informing appropriate staff of any deliveries where appropriate.
- Maintaining an up-to-date Free Schools Meals register, as required.
- Assisting with pupils who are ill, contacting home if necessary, or arranging for the student to be taken to hospital, as required.
- Ensuring the general tidiness of the reception area so that it is a welcoming environment.
- To adhere to school policies regarding student behaviour and protocols.
- Other administrative duties that may be required from time to time as directed by senior staff or the Business Manager.
- To be aware of the Staff Privacy Policy and be compliant with GDPR within one's role.
- To be aware of one's health and safety responsibilities as an employee and report any concerns to the Site Manager or Business Manager/Headteacher, as appropriate.
- To participate in the school's Performance Management process and undertake training as required.
- To be committed to the welfare and safeguarding of young people.

### Person Specification

| Essential upon appointment  | Desirable on appointment   |
|---|--|
| <b>Knowledge</b> <ul style="list-style-type: none"> <li>• In depth knowledge of admin and office systems</li> <li>• Knowledge of health &amp; safety regulations</li> <li>• Knowledge of school procedures</li> </ul>   |  |
| <b>Experience</b> <ul style="list-style-type: none"> <li>• Significant experience in public or private sector finance and/or administration</li> <li>• Experience of operating administrative systems, including Microsoft Office or Google</li> </ul>  |  |
| <b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Good ICT skills and ability to use the keyboard with speed, accuracy and precision</li> <li>• High level of literacy and numeracy skills.</li> <li>• Excellent written and verbal communication skills</li> <li>• Budget management skills</li> <li>• Analytical and statistical skills</li> <li>• Problem solving skills</li> <li>• Ability to use the keyboard with speed and precision</li> <li>• Report writing skills</li> </ul> |  |
| <b>Qualifications</b> <ul style="list-style-type: none"> <li>• Level 2 qualifications in English and maths</li> </ul>   | <ul style="list-style-type: none"> <li>• Appropriate first aid training</li> <li>• Level 2 Word Processing qualification or equivalent.</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, as well as work of others</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>• Appropriate 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.
12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.