



Kirkby Fleetham Church of England Primary School

School Administrator

Established, Part time contract, 19.5 hrs pw

Term time only



Candidate Information Pack

Closing date: Sunday 4th June 2023

Short Listing: Tuesday 6th June 2023

Interviews: Monday 12th June 2023

Welcome to Dales Academies Trust, North Yorkshire

Dear candidate

Thank you for taking your time to download our application pack and expressing your interest in the position of School Administrator at Kirkby Fleetham Church of England Primary School, a school within Dales Academies Trust (Dales).

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within Dales.

Within the pack you will find a job description, a person specification, information about the school and the Trust, as well as details of how to apply for this post should you choose to make an application.

We wish you every success with your application and we look forward to meeting you in the near future.

Damian Chubb
CEO

Administrator Grade D (scp 4-6)
Required for September or earlier if possible
Established, Part time 19.5 hours



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Advert Details

Kirkby Fleetham CE School is part of a four school collaboration under the leadership of one headteacher. The Head Teacher and Governors are seeking to appoint a highly motivated individual who has a working knowledge of administrative procedures with excellent IT skills. They will run the Kirkby Fleetham School office and work closely with the other administrators in each of our four schools. Experience within an educational environment is desirable but not essential.

Grade/Band	Grade D (scp 4-6)
Minimum Age Requirement	N/A
Vacancy Hours	Part-time position 19.5 hours per week, 4 mornings, term time only
Working hours	Monday - Wednesday 8.30 am – 1.30pm and Thursday 8.30pm – 1pm
Contract Type	Established
Weekend Working	N/A
Application Closing Date	Sunday 4 th June
Salary Range	NJC Pay Structure
Shortlisting Date	Tuesday 6 th June
Interview Date	Monday 12 th June
Venue for Interview	Kirkby Fleetham Church of England Primary School (TBC)

The Administrator's duties and responsibilities will include:

- Being a welcoming first point of contact for visitors to the school
- Being responsible for checking visitors in line with safeguarding procedures.
- Providing administrative and organisational support to the Head Teacher
- Establishing constructive relationships across our four schools and the administration team at Dales Academies Trust
- Decision making, short term planning and dealing with unexpected problems as they arise
- Maintaining manual and computerised records
- Undertaking salary administration and distribution under the management of the Trust Finance team
- Some financial responsibilities
- Assist teaching and support staff with administrative queries

We are looking for a candidate who:

- Can demonstrate excellent organisational skills
- Is confident and competent using a range of ICT systems, including Microsoft office
- Has a good understanding of the role of school administrator and administrative systems
- Is energetic, motivated, positive with a can-do attitude
- Is committed to high-standards and expectations
- Is resilient and flexible
- Is personable with a good sense of humour
- Is willing to support the Christian ethos of the school
- Has respect for confidentiality and the ability to work under pressure and prioritise their time effectively

Is committed to continued professional development

What we can offer:

- Happy and welcoming pupils, staff, governors and parents
- A thorough induction package
- A warm, collegiate and supportive environment in which to work, learn and develop
- Opportunity to work in collaboration with other schools and be part of the establishment of the Dales Academies Trust
- A chance to be part of a caring, environment with exciting visions for the future

This is a busy and varied role. The successful candidate will become part of a team that is enthusiastically driving the schools forward and building upon their achievements and strengths. We are a warm, inclusive family school with a strong Christian ethos, a sense of community and a commitment to excellence for all children in our care. We aim to ensure that our children feel safe, happy and achieve their potential as a unique individual and as a learner.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. The school is also committed to safer recruitment procedures. This post is subject to an Enhanced Disclosure and Barring Check.

We welcome visitors to our lovely school and would really like to meet you prior to your application. If you would like to arrange a visit to the school, please contact Mrs Emma Smith on 01609748431 or email kfadmin@eckf.dalesmat.org.



Dales Academies Trust

Dales Academies Trust is a Multi Academy Trust (MAT), with sponsor status, for the northern church schools of the Anglican Dioceses of Leeds and York.

As with the other church MATs across both dioceses, the Trust is open to church and non-church schools with a core purpose of providing an inclusive education for children of any ability, culture, gender, sexuality, faith or no faith. The ethos will be derived from and informed by the Church of England's commitment to education and schooling over more than 200 years.

To date Dales consists of the following schools:

- All Saints Church of England Academy (Secondary)
- Barton Church of England Primary School
- Croft Church of England Primary School
- Eppleby Forcett Church of England Primary School
- East Cowton Church of England Primary School
- Ainderby Steeple Church of England Primary School
- Carnagill Primary School
- Kirkby Fleetham Church of England Primary School
- Middleton Tyas Church of England Primary School
- Ravensworth Church of England Primary School
- Richmond Church of England Primary & Nursery School
- South Otterington Church of England Primary School
- Thornaby Church of England Primary
- St Francis of Assisi Church of England Primary school

Kirkby Fleetham Church of England Primary School Details



Our vision statement 'Building Futures with love' is at the heart of all we do and our staff are committed to ensuring that all children are able to be the very best that they can be. We provide an exciting, rich and varied curriculum to challenge and inspire our pupils and give them every opportunity to flourish. Recently judged to be good by Ofsted, we value academic and personal success and have high expectations of behaviour and effort. Our children have fun together and work hard together.

Our school is a very happy and unique small school providing Nursery places and wrap around care for children from 3 – 11 years. We work in close collaboration with Ravensworth, East Cowton and Barton Church of England Schools under the leadership of one Headteacher and one leadership team, whilst ensuring that the individual identities of each school are cherished.

School Leaders work together to provide an exceptional curriculum and enrichment opportunities and we believe that every child should be encouraged to achieve the highest standards possible, in an atmosphere where all success, great or small, is properly celebrated.

Our School is a charming Victorian building located in the picturesque village of Kirkby Fleetham in North Yorkshire. It is 8 miles to the west of Northallerton and 5 miles north of Bedale, just a few minutes' drive from the A1.

There is an active Friends of the School organisation, and parents are actively involved in school life.

Visits to school are welcome and encouraged. Please telephone the school secretary, Mrs Emma Smith to arrange a convenient time. Completed application forms should be returned by email to kfadmin@eckf.dalesmat.org by Sunday 4th June.

It is expected that **interviews** for the post will be held on Monday 12th June. Please alert referees that we may request references at short notice.

The following headings may be helpful in completing your letter of application.

- Qualifications for the post.
- Experience and how this may apply to the post.
- Personal strengths, abilities and skills in support of your application.

Details of the interview arrangements will be sent out to those on the shortlist. Thank you in advance for completing your application. If you have not heard from us by 9/6/23, please assume you have not been successful this time.

Yours sincerely



Mrs Helen Dudman
Head Teacher

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

Terms and Conditions

The employer for this post is the Dales Academies Trust.

The post is based at Kirkby Fleetham C E Primary School

An Enhanced DBS is required for this post.

Closing date: Sunday 4th June

Short Listing: Tuesday 6th June

Interviews: Monday 12th June (TBC)

If you would like to apply for this position, please complete the application form and submit it to kfadmin@eckf.dalesmat.org

JOB DESCRIPTION

POST: SCHOOL ADMINISTRATOR	
GRADE: Grade D (scp 4-6)	
RESPONSIBLE TO: School Admin Officer / Business Manager/ Headteacher	
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:	<p>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</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Provision of administrative, clerical and secretarial duties as required. • 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. • Obtain quotes from contractors and ensure that adequate and appropriate insurance cover is held by contractors. • Take minutes at various meetings as required. • Undertake wages and salary administration and distribution which may involve liaison with the Trust finance team. • Make arrangements for school lettings. • Short term planning e.g. booking supply cover for absent teachers and keeping a record of work carried out. • Administer basic first aid and contact parents in the event of an accident or incident involving their child. Record accidents in accident book. • Make appropriate decisions to problems/issues when they arise within the office. • Report concerns and obtain support for any issues raised. • Assist teaching and non-teaching staff with administrative queries
Communications	<ul style="list-style-type: none"> • Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers. • Undertake reception service to the school, acting as the first point of in dealing with routine phone calls, taking messages and greeting visitors
Resource/People management	<ul style="list-style-type: none"> • Assist senior staff with budget preparation and revision as necessary. • Monitor the school budget on a regular basis. In addition to maintaining computerised records this involves liaison with the Headteacher

	<ul style="list-style-type: none"> • 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. • Monitor stock levels, order office materials, equipment and services, negotiate on prices with suppliers and check incoming orders • Assist in the induction of new employees • Attend staff meetings and training days and management team meetings by agreement with the Headteacher • Participate in the schools performance management scheme • Highlight additional training and supervision needs to build on your skills and knowledge. • Participate in training and other learning activities and performance development as required.
Safeguarding	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role. • Maintain confidentiality as appropriate. • 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 • Have an awareness and basic knowledge where appropriate of the most recent legislation.
Systems and Information	<ul style="list-style-type: none"> • 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. • Share information appropriately – in writing, by telephone, electronically and in person. • Maintain and update accurate computerised and manual records as required
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
Equalities	<ul style="list-style-type: none"> • 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. • Ensure services are delivered in accordance with the aims of the equality Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • Dales Academies Trust 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 Trust Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • Dales Academies Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and

	<p>human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</p> <ul style="list-style-type: none">• The Trust 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.• Understand your own role and its limits, and the importance of providing care or support.
Date of Issue:	

PERSON SPECIFICATION

JOB TITLE: School Administrator (Grade D)

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

NB – Assessment criteria for recruitment will be notified separately.

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.