**Gladstone Road Primary – School Administrator/Receptionist x 2**

**Required for January 2022**



I am delighted you are interested in joining our team here at Gladstone Primary School. You will be joining a highly ambitious, aspirational group of professionals who are raising standards and significantly improving the life chances of the children of Scarborough and the Yorkshire Coast.

Our motto **‘Learning to Succeed’** is at the heart of everything we do. We live the values necessary for children to contribute positively to the world they will inherit and lead one day. Our children feel valued and accepted as individuals.  Our aim is that they will be able to function in the wider community in which they have respect for themselves, others, and their environment.

We are fortunate to have a school environment that mixes the traditional school feel along with making sure we have a tailored and creative curriculum that allows us to give our children the opportunities that they deserve.

Staff morale is high and we have a commitment to recognise individual potential and to provide support, CPD and training for colleagues joining our school at all levels; you will never feel unsupported or alone in our school.

As a school we are secure and share resources, teaching, curriculum ideas and partnerships with other schools to maximise the benefits to our children, staff and the community.

The children at Gladstone Road are delightful, happy, confident and energetic. They are passionate about their learning, be it in the traditional classroom or through other areas of the curriculum such as dance, art, PE and music.



We are really proud of our school and the progress we are making. Please take the time to come and visit is – we’d love to show you around.

**Garry Johnson (Head teacher)**

**Caroline Sarney is our School Business Manager**

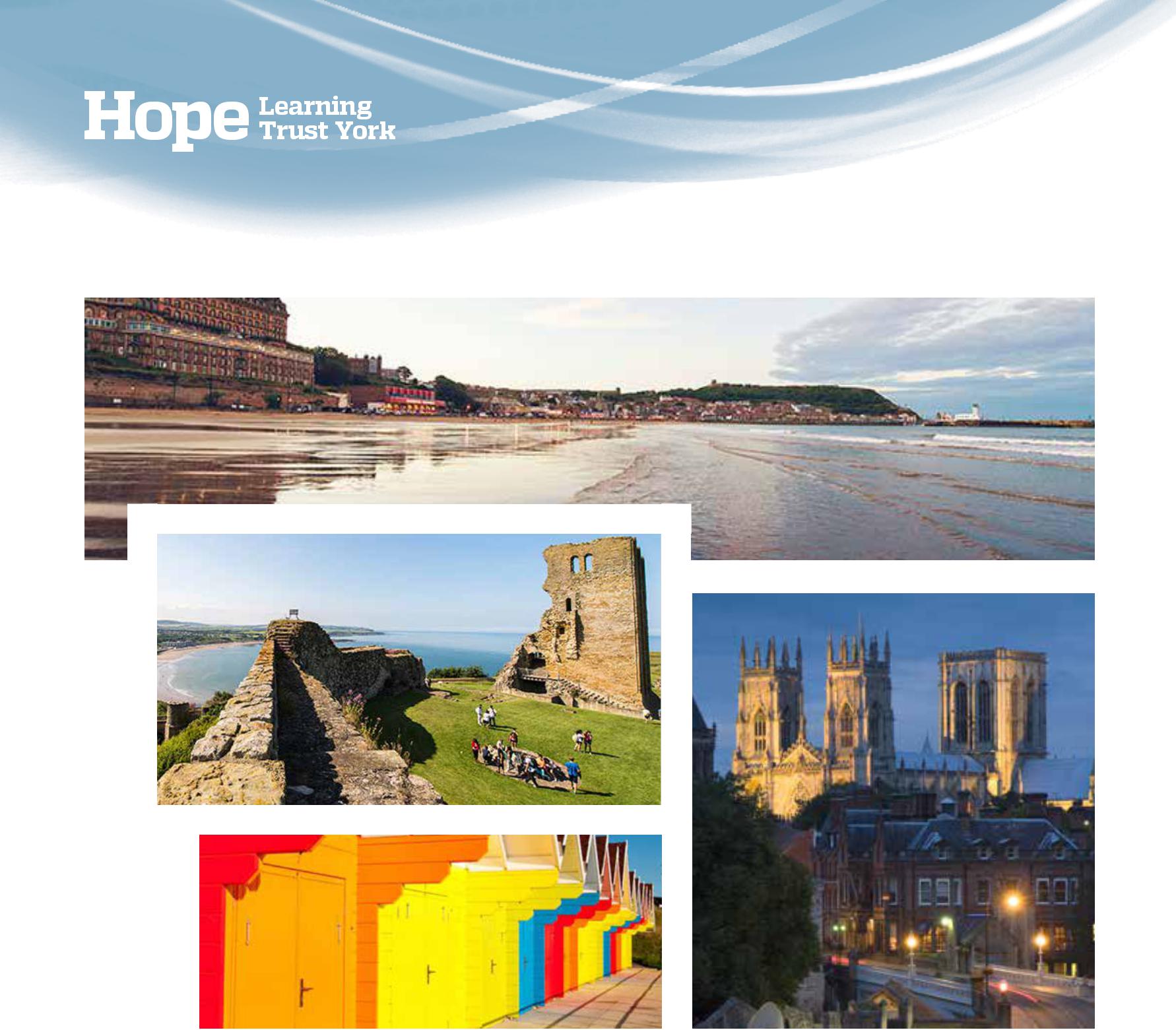
My name is Mrs Sarney: I am the School Business Manager and have worked at Gladstone Road since 2004. Prior to that I worked in a small village school, so one of the attractions of working here was the size and opportunities that our school offers. I get a great sense of satisfaction from being able to support the school in offering the best we can for our children and seeing how the site develops to meet our ever- changing needs. This might be by changing the use of particular rooms or being involved with much larger projects such as the extension to the upper school in 2011.

Whilst a lot of my time is involved with finance, health & safety, premises and HR, I do also get to be involved with some of the fun things that go on outside the classroom: I have loved going on Residential Visits to London and Whitby and am always so proud of how wonderful the children are.  We’ve done so many things but I think my favourites include Lion King, Harry Potter World and the waterfall at Malyon Spout! I have been on numerous day trips (including on one occasion bringing some children to meet my horse!) and have helped with orchestra and more recently arranged for some volunteers from U3A to run a ceramics club for the children.

A lot of the people I deal with are not necessarily from an education background, but they are amazed by how well the children cope with our cramped site and they are impressed to see all the wonderful work on display as I show them around. I feel really lucky to have such a varied role, working alongside a committed team that is able to draw out the very best in our children.







# Job details

* School Administrator/Receptionist

All posts at Gladstone Road Primary involve at all times, a view to further the mission, values and strategic aims of the school; accepting responsibility for the implementation of school policy, procedures and other guidance, as set out in the Staff Handbook and elsewhere; working positively, flexibly and co-operatively both with colleagues and as appropriate with those outside school; and the setting of high standards.

All roles involve responsibilities and expectations as set out in the appropriate national standards and in the school's role specifications and documentation.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the Safeguarding Children in Education Act,

including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach; in line with school policy. Additional duties may be asked of members of staff by the Head teacher as occasion requires.

The generic role specifications below are offered in good faith as a guide to professional practice in the expectation that staff will seek to approach them in a professional manner. All role specifications are subject to revision in the light of changing circumstances.

Good luck with your application!

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| Application Process |  |
| **Please request further details from:**  Garry Morrison at [garry.morrison@northyorks.gov.uk](mailto:garry.morrison@northyorks.gov.uk)  Tele: 07814935700 | |
| Applications Accepted By: |  |
| Email: Email applications accepted to  [garry.morrison@northyorks.gov.uk](mailto:garry.morrison@northyorks.gov.uk)  **Please Include:**   * Fully completed application form * Letter of application addressed to Garry Johnson, Head teacher, covering no more than two sides of A4. | Mail: **Caroline Sarney**  **Business Manager**  **Gladstone Road Primary School**  **Wooler Street**  **Scarborough**  **YO12 7DD** |

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| **Job Description:**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **POST: School Administrator** | | | |  | | | | GRADE: Grade C (scp 2-4) | |  | | | | | | RESPONSIBLE TO: School Admin Officer / Headteacher/ Business Manager | | | | | |  | | STAFF MANAGED: None | | | | | |  | | POST REF: | |  | JOB FAMILY: | | 2 | | | **JOB PURPOSE:** | To provide an administrative support service to the Headteacher and the school under the direction or instruction of the head-teacher or other senior staff. This may include some basic finance duties and the role may involve the post holder demonstrating their own duties and providing advice and guidance to new employees and others. | | | | | | | **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 deal with the variety of tasks that need to be undertaken  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. | | | | | | | **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | | | | | | | | Operational Issues | * Provision of administrative, clerical and secretarial duties as required. * Assist in preparation of reports as required * Obtain quotes from contractors and ensure that adequate and appropriate insurance cover is held by contractors. * Take minutes at various meetings as required. * Diary management * Assist teaching and non-teaching staff with administration queries. * Undertake wages and salary administration and distribution which may involve liaison with the Local Authority offices. * Make arrangements for school lettings. * Report concerns and obtain support for any issues raised. | | | | | | | Communications | * Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers. * Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries. * Attend staff meetings and training days by agreement with the Headteacher. | | | | | | | People/Resource management | * Participate in the schools performance management scheme. * Assist senior staff with budget preparation and revision as necessary. * Assist in monitoring the school budget on a regular basis. In addition to maintaining computerised records this involves liaison with the Headteacher * Undertake some administration of school accounts, including handling of small amounts of cash, collecting monies and payments of bills and invoices. * Assist in the induction of new employees * Monitor stock levels, order office materials, equipment and services and check incoming orders * 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 | * 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 concerns to. * Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation. | | | | | | | Systems and Information | * Maintain computerised and manual pupil/staff records. * 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. | | | | | | | Data Protection | * To comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. | | | | | | | Health and Safety | * 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 | * 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 | * North Yorkshire County 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 County Council Policies and Procedures. | | | | | | | Customer Service | * The County 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. * The County 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. * 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 C)**   |  |  | | --- | --- | | **Essential upon appointment** | **Desirable on appointment** | | **Knowledge**   * Knowledge of administration and office systems | * Knowledge of Behaviour Management techniques * Knowledge of Child Protection and Health & Safety legislations and procedures * Knowledge of mentoring approaches | | **Experience**   * Clerical or administrative experience * Experience of working with Microsoft Office | * Cash handling experience | | **Occupational Skills**   * Computer literate * Good interpersonal and communication skills * Good numeracy and literacy skills * Judgemental skills * Ability to work to deadlines |  | | **Qualifications**   * Literacy & numeracy qualification e.g. Level 2 qualification or equivalent | * Appropriate first aid training (Dependent on the schools needs - insert as appropriate) * CLAIT Plus, ECDL or Level 2 Word Processing | | **Personal Qualities**   * Attention to detail, neatness and accuracy * Organisational skills * Ability to work successfully in a team * Confidentiality |  | | **Other Requirements**   * 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 |  | | **Behaviours** | Link |   NB – Assessment criteria for recruitment will be notified separately.  Optional - Statement for recruitment purposes: 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. |