



## CANDIDATE INFORMATION BROCHURE



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

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





## Hackness and Wykeham Church of England Schools' Federation

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

### Welcome from our Executive Headteacher

Welcome to Hackness and Wykeham Church of England Schools' Federation and our schools Hackness C of E School and Wykeham C of E School.

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.

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, [sarah.hunter@northyorks.gov.uk](mailto:sarah.hunter@northyorks.gov.uk), 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, Wednesday 28<sup>th</sup> September 2022.**

Interviews will be held the week commencing 3<sup>rd</sup> October.

Completed applications must be returned to Sarah Hunter –  
[sarah.hunter@northyorks.gov.uk](mailto:sarah.hunter@northyorks.gov.uk)

If you do not receive confirmation of receipt of your application within one working day please call Sarah Hunter on 07816 251271.

**If you think you're the person for the job, please complete the enclosed 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**

**Job title:** Senior Administrator

Salary: **Band G, Scale point 13**

**Hours:** 25-34 hours per week, TTO + 2 weeks in holidays – to be agreed in liaison with the Bursar and Headteacher

**Contract type:** Permanent

**Reporting to:** Headteacher

### **Main purpose**

The Senior Administrator provides a crucial service of general administrative support across the school federation, and has overall responsibility for several key functions such as Health and Safety and the maintenance and accuracy of the Single Central Register. The role involves close liaison with several key stakeholders such as Senior Team and Governors.

### **Duties and responsibilities**

#### **General administration**

- Organise and control the administrative and clerical support to the Headteacher and staff
- Organise and manage the Information System requirements to provide up to date support for the school
- Contribute to the development of administrative policies and procedures
- Submitting DfE returns in a timely manner
- SAT/Phonics/STA returns
- Responsibility for obtaining and maintaining confidential information e.g. pupil and staff records
- Maintaining and updating the federation website
- Writing and updating key policies with the HT and Governors
- Writing and updating risk assessments
- Organising day to day finance – through the use of Parentpay
- Contribute to budget setting and support the HT, Bursar and Governors in ensuring value for money
- Supporting effective and transparent procurement procedures

#### **Safeguarding**

- Maintaining an accurate, watertight Single Central Register with particular focus on school inspections
- Use CPOMS or a similar child protection monitoring system effectively and accurately
- Adhere to data protection legislation
- Maintain confidentiality as detailed in procedures
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with

- Have an awareness and basic knowledge where appropriate of the most recent legislation

### **Health and safety**

- Meeting with the Health and Safety Advisor (NYCC) to complete full site reviews
- General health & safety, ensuring general safety and compliance of site safety
- Promote the safety and wellbeing of pupils and staff

### **Professional development**

- Take part in the school's appraisal procedures
- A willingness to attend further training and development in order to improve the effectiveness of their role
- Where appropriate, take part in the appraisal and professional development of others

### **Communication**

- Ability to exchange information with a variety of audiences in a professional manner using a range of different technologies.
- Communicate effectively with pupils, parents and carers in a warm and welcoming manner
- Ability to take minutes of internal meetings occasionally

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### **Management of staff and resources**

- Manage the delegated administration/support staff to ensure effective performance of duties.
- Process orders and payments for stationery, equipment etc.
- Be responsible for the induction and training of delegated support staff in computer systems, procedures and school policies.

- Participate in training and other learning activities and performance development as required.
- Attend staff meetings and training days and management team meetings by agreement with the Headteacher
- Contribute to the recruitment and professional development of teachers and support staff
- Deploy resources delegated to them effectively.
- Arrange for supply cover ( if needed) at the last minute.
- Liaise with the school caretaker about maintaining the school site

Notes:

This job description may be amended at any time in consultation with the postholder.

### Person Specification

Essential upon appointment	Desirable on appointment
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of admin and office systems</li> <li>• Knowledge of health &amp; safety regulations &amp; procedures</li> <li>• Knowledge of school procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of the child protection online messaging system</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in public or private sector finance and administration</li> <li>• Previous experience of working in a school environment</li> <li>• Experience of operating administrative systems, including Microsoft office</li> <li>• Previous experience of working with MIS/Scholarpack</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in maintaining and updating websites</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Good ICT skills and the ability to use the keyboard with speed and precision</li> <li>• Good written and verbal communication skills</li> <li>• Budget management skills</li> <li>• Statistical skills</li> <li>• Analytical Skills</li> <li>• Problem solving skills</li> </ul>	

<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent</li> <li>• Level 3 qualification in Business / Finance / Administration or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate first aid training</li> <li>• Level 2 Word Processing qualification or equivalent</li> </ul>
<p><b>Personal Qualities</b></p> <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> <li>• A very strong work ethic, someone who is prepared to 'roll their sleeves up' and assist with any tasks as needed and following instructions from senior management</li> </ul>	
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• To be committed to the school's policies 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>• A commitment to abide by and promote equal opportunities, Health and Safety and Child Protection Policies</li> <li>• Enhanced DBS clearance required</li> </ul>	



**We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**This post is exempt from the Rehabilitation of Offenders Act 1974 and the appointment is subject to a satisfactory enhanced level disclosure from the Disclosure & Barring Service (DBS).**