



Senior Administrator - HR and Staff Cover

Candidate Information Pack

Closing Date: Monday 16th December @ midday

Start Date: As soon as possible



CONTENTS

Welcome to Montacute

Job Advertisement

We are Montacute

Montacute Vision and Values

Job Description

How to Apply



WELCOME TO MONTACUTE SCHOOL



Dear Candidate,

I would like to extend a very warm welcome to you!
It is a privilege to be the Headteacher of Montacute School.

I never tire of the new and amazing things that our children and young people achieve every day and being a part of their journey!

At Montacute we strive to ensure that every one of our young people is provided with their own personalised support and learning pathway delivered by specialists in their field. We believe in providing an eclectic mix of interventions and enrichment experiences to enable our learners to be exposed to as many opportunities that life offers and to ensure that their every need is met.

We are very fortunate to have wonderful buildings and grounds to deliver the care and education that our young people need and deserve and we constantly review our practice and provision to see how we can continually improve.

And just as we support and encourage our young people, we invest in our fantastic staff and help them grow as professionals with a comprehensive and often personalised pathway for career development.

We never stand still, we aspire to greatness and I hope that you will want to be a part of that journey with me and my team.

Below, you will see our Vision. Please take a moment to step into the shoes of one of our pupils and if this comes to life for you, then maybe you're the right person for us!

Step over the threshold at Montacute school to experience the wonder of a world carefully created to empower its very special population.

Every child is unique in their talents and needs. From their smallest whisper to the loudest song every voice is heard.

We are a family, harmonising to create a world full of opportunities, wonder and joy for each of our pupils. We believe in being in tune with the unique characters, voices, learning styles and talent of all our young people and will stand alongside their other supporters to celebrate every achievement they make.

We encourage every one of our treasured pupils and staff members to allow them to shine, sparkle, grow and change ready to take on the world. At the end of the day when their school song has been sung and heard we are confident that the world will be able to listen and hear them too. It is our school, it is our time, we are Montacute!

With my kind regards,

A handwritten signature in black ink that reads "G. Bellard". The signature is written in a cursive style with a large, looped 'G' and a trailing flourish.

Ginny Bellard
Headteacher, Montacute School



ADVERTISEMENT

Senior Administrator - HR and Staff Cover

Are you an experienced administrator with a passion for supporting education and ensuring smooth operations in a school setting?

We are looking for a highly motivated and organised **Senior Administrator** to join our team. We are vibrant all-age special school for children aged 2-19 who have CLDD (Complex Learning Difficulties and Disabilities). This is a fantastic opportunity for someone who thrives in a fast-paced environment, enjoys a diverse range of tasks, and is committed to providing excellent service to staff, students, and visitors.

At Montacute School we are passionate about providing an exceptional education for each of our very special pupils with complex needs. If you are organised and flexible with the energy and drive to support our staff and children to help them to be able to work towards independence and achieve vital steps of progress, we would like to hear from you.

We are looking for a professional individual who has: -

Essential:

- Previous administrative experience (NVQ Level 3 in Administration or equivalent qualification).
- Strong organisational skills with the ability to manage multiple tasks simultaneously.
- Proficiency in IT and office software (e.g., Microsoft Office, Integris..).
- Understanding of safeguarding, GDPR, and school policies.
- Excellent communication skills, both written and verbal.

Desirable:

- Experience working in an educational environment, particularly with students who have special educational needs (SEN).
- Familiarity with HR functions, data management, and school reporting systems.

We offer

- A welcoming and supportive atmosphere
- Skilled and dedicated team of hardworking staff, committed to excellence

- Excellent CPD opportunities
- Induction programme supported by a Mentor
- Eligibility to join Local Government Pension Scheme
- Holiday entitlement which increases with length of service
- Access to staff counselling service

If you are interested in applying for this vacancy, please complete the application form from our website (COMMUNITY – VACANCIES) via www.montacute.poole.sch.uk. Please send completed applications to rachel.holland@montacute.poole.sch.uk

CV's will not be accepted.

Visits to the school to meet the staff and children are welcomed and encouraged. Please telephone the School Office to arrange.

Salary: In accordance with APT&C scales, Dorset Grade 8, SCP12 to 22 £24,235 - £28,558 gross per annum (based on 37 hrs p/week x 45.6 paid weeks per annum), the scale point awarded will be dependent on experience.

Closing date: Monday 16th December @ midday

Start date: depending upon candidate availability

Safeguarding

Montacute School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced disclosure check with the Disclosure and Barring Service along with other relevant employment checks. We will only consider applications made on our standard form.



WE ARE MONTACUTE

Welcome to our vibrant and happy school for children and young people with severe and complex learning needs. At Montacute School we make the most of every moment to provide exciting and engaging learning opportunities.



Montacute is a specialist school for children and young people who have Complex Learning Difficulties or Disabilities (CLDD).

This means that our pupils usually have more than one part of themselves that affects their ability to learn. These parts interact with each other to create a unique picture in terms of their individual learning needs and abilities. People with CLDD are unlikely to fit into a ready-made learning framework, and need a very personalised learning pathway put together for them.

At Montacute, we have skilled staff with different types of expertise who can collaborate together – as well as with external consultants where needed – to create learning approaches for individual pupils, based on finding out about that particular pupil. If we come across a pupil who needs us to have some knowledge we do not have, we will train ourselves so we can support that pupil.

We specialise in taking pupils who are at the most complex end of the spectrum, ie. children and young people whose ability to learn has been most affected by their difficulties and disabilities.

Here are some examples of diagnoses our pupils may have:

- Autism
- Communication Difficulties
- Complex Developmental Delay
- Complex Medical Needs
- Emotional / Mental Health Needs e.g. Anxiety / OCD
- Physical Disabilities
- Sensory Integration Difficulties
- Sensory Disabilities

Montacute can take pupils from the age of 2 to the age of 19, or at any points in between.



MONTACUTE VISION AND VALUES

We have recently re-visited our vision. We very much wanted this to be representative of our children's lived experiences whilst reflecting our ambitions and pride for our school.

This new re-working of the vision will help us to continue to return back to our collective values and aspirations not only for our young people, but for our staff. We will revisit this piece of work periodically to enable reflective practice and ambitions planning for our collective futures.

Vision

Step over the threshold at Montacute school to experience the wonder of a world carefully created to empower it's very special population.

Every child is unique in their talents and needs. From their smallest whisper to the loudest song every voice is heard.

We are a family, harmonising to create a world full of opportunities, wonder and joy for each of our pupils. We believe in being in tune with the unique characters, voices, learning styles and talent of all our young people and will stand alongside their other supporters to celebrate every achievement they make.

We encourage every one of our treasured pupils and staff members to allow them to shine, sparkle, grow and change ready to take on the world

At the end of the day when their school song has been sung and heard we are confident that the world will be able to listen and hear them too.

It is our school, it is our time, we are Montacute!

Values

Empowerment

On the snowy slopes of Montacute mountain you will be supported to climb as high as you would like. If you feel unsure you will be encouraged to conquer your doubts. Your strengths and interests will be explored and developed in an environment of appreciation. You will grow in confidence. You will understand that you are powerful, that you can climb to the top and feel the sense of exhilaration as you overlook a vast and stunning landscape. You will reflect on your journey and know

that you are capable of greatness and you in your turn will support others to become empowered for the future.

Authenticity

Dive beneath the crystal-clear waters of the Montacute Ocean. Leave the air behind and breathe deeply from your own truth. There is another world of colour and beauty. It is deep and clean and real. Home to millions of coloured sea creatures, it is a different world, more magical and even more beautiful than our everyday experience. These animals live a fluid and instinctive life trusting their feelings and living with a clarity of purpose and sense of justice. All are included in the world in a meaningful way where even the smallest of them has a role to play.

Learning

At Montacute we promise to recognise and celebrate every step you take on your journey through our school. We will lend you a hand when you need it and help you carry your bag when it becomes too heavy. We will make sure your eyes are always open to the wonder of the world and surprise you at every turn with our creative and engaging methods of teaching.

At Montacute we understand that some mountains take longer to climb but know we will always be by your side as your biggest supporters, cheering your name and climbing alongside you. When you reach the top of your mountain, we will look back with you and see how far you've come and all the beautiful landscapes you have seen.

Respect

At Montacute we welcome you stepping into our world that is designed with all in mind. Walk through our corridors reading as you go, enter a classroom and be transported into a secret garden, climb on board a pirate ship or fly in a hot air balloon around the world. Our language rich classrooms are specifically tailored to make all our pupil's readers and active learners, you will want to stay even if you are only passing through.


At Montacute our radios are tuned into a huge range of frequencies so no matter how you communicate we will hear you and you will always feel valued and listened too. To us Montacute means family; will help guide and support you, raise you up and hold you closer if you need but above all celebrate all your achievements because we know all the little things add up to fulfilling and joyful life.



JOB DESCRIPTION

Senior Administrator – HR and Staff Cover

JOB DESCRIPTION

Job title:	Senior Administrator – HR and Staff Cover	Job Ref:	XS 8.1
Directorate:	Montacute Academy Trust		
School:		Grade:	Dorset Grade: 8 Pay range SCP 12-22 Incl. 1 LMI (new Apr19)
Reports to:	Headteacher/Support Services Team Leader or other nominated person		

Main job purpose

To provide efficient administrative support and ensure effective day to day running of staffing allocations and absence cover under the guidance of the Senior Leader in charge. Ensure compliance with LA and Academy administrative and reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties.

Main responsibilities and duties

1. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
2. To work under the guidance of Senior Leadership Team (SLT) and/or teachers and liaise with teachers, staff and agencies regarding availability to ensure staff absence is covered so that the needs of the school are met.
3. To coordinate the cover of staff absence in classes and build working relationships with supply agencies and school employed casual, part-time, volunteer staff as well as work experience students for this provision.
4. Be aware of needs of the classes as regards child protection, safeguarding, behaviour management, health, safety and security, equal opportunities and SEND and confidentiality and data protection – reporting concerns to the appropriate member of staff and ensuring supply staff are provided with all the relevant and necessary information at the start of their placement at the school.

5. To administrate staff absence requests in line with the staff absence management policy, including, ensuring staff absence is agreed and authorised in advance of scheduling cover.
6. To keep full and accurate records of staff absence and provide reports of staff absence to SLT.
7. Liaise with SLT regarding PPA (Planning, Preparation and Assessment) cover for teachers.
8. To support the Support Services Team Lead with general school administration including elements of Human Resource management including staff deployment, OH, employee relations, staff recruitment and staff cover (e.g. Management Information System (Integris), DES, staff absence, personnel files and General Administration).
9. To support the Support Services Team Lead with any aspect of daily organisation of staffing/HR tasks, reception and administrative as required (e.g. order processing and delivery acceptance, payroll process, calendars, cover for staff absence, ensuring HR policies are up to date on school website and staff secure area).
10. To contribute to the production of reports required for a range of audiences (DfE, Governors, Leadership) e.g. finance, premises, payroll, personnel (starter and leaver etc), census.
11. Liaise and programme Annual Review cover in conjunction with the Senior Administrator responsible for pupils
12. Support in the maintaining the operation of Integris software (Schools Information Management System) and DES for the storage, production of information, statistics and reports associated with details of staff absence records. (e.g. staff attendance, Workforce Census, Governors reports).
13. To support the approval of agency invoices and staff casual hours, overtime and expenses in accordance with financial handbook and audit requirements.
14. To support the co-ordination and control of the school dinners, liaise with lunch meal contactor – and resolve any queries, keep parents and kitchen staff informed. (e.g. reconcile lunch orders, distribute menus and collect monies via School Money portal)
15. To liaise with families/outside agencies on e.g. school meals service, staffing supply agencies, school uniform, school photographer and organise dates whilst keeping those involved informed.
16. To contribute to the appointment of support staff (e.g. place advertisements, send out applications forms, take up references and prepare paperwork for interview panel) in accordance with safer recruitment and KCSIE requirements.
17. To support the SLT in the programming, delivery and monitoring of the school's induction programme for new staff.
18. To be responsible for supporting new support staff, ensuring all relevant paperwork is completed in accordance with the school policies and procedures. (e.g. host show rounds, assist with feedback/references, DBS online, set up personnel file and SCR online input).
19. To support the Headteacher and Support Services Team Leader in ensuring that the Academy systems and processes are in accordance with current GDPR/Data Protection legislation and be able to complete returns when necessary. (e.g. Breach of data, Freedom of Information Act, Subject Access Request).

Knowledge & skills

Essential:

Relevant previous office and supervisory experience is required and the appropriate qualification (minimum NVQ level 3 in Administration or minimum of 5 GCSE's, Maths and English (5 - 9 grades/ A* - C)

Or equivalent vocational qualification.

LMI is awarded for knowledge of other team member responsibility and being able to assist in covering their role in their absence.

Additional:

To meet human resources, FSM and financial standards in practice, Successful appraisals

Supervision and management

The postholder will often be required to work without direct supervision. Supervision will be present where necessary.

The postholder will be required to supervise the office base staff as directed by the Support Services Team Leader.

Problem solving and creativity

Deal with problems regarding workload, allocation of work of the team without consultation. (Guidance would be sought of the Headteacher/Support Services Team Leader on other than routine staffing issues and in disciplinary matters).

Assist the Headteacher/Support Services Team Leader in the recruitment of own staff team members.

Advise the Headteacher/Support Services Team Leader of own staff training and development needs.

Key contacts and relationships

Daily contact by telephone/face to face and email with Headteacher/Staff/Pupils/Parents and other visitors to the school.

Decision making

To take decisions on a day to day basis to ensure administrative deadlines and requirements are met.

To frequently deal with non-routine queries and forwarding matters to appropriate staff where necessary.

Resources

General Office equipment (e.g. Desktop computer, laptop, photocopier, fax machine, laminator, telephone and post/franking machinery)

Working Environment

Single Special Academy for 98 students who have complex learning difficulties / disabilities. The school has an offsite class based in a secondary school.

Occasionally processing heavy loads of incoming/outgoing deliveries

Working in busy Office with frequent use of IT equipment.

Frequent interruptions to give support or advice to school staff who come into the office.

Progression in Post (if applicable)

Job description reviewed by:	Chris Matthews	Jill Owen	Ginny Bellard
Designation:	Pay & Reward Manager	Headteacher	Headteacher
Date:	January 2005	April 2019	Nov 2024

Disclosure and Barring Service

The nature of the work requires that the post holder has undergone checks by the Disclosure and Barring Service and has enhanced level of Disclosure.

Health and Safety

The post holder must:

- Follow the school's Health and Safety Policy
- Ensure confidentiality at all times and always seek to behave within professional boundaries
- Ensure work is conducted within the framework of all local guidelines and policy

Equal Opportunities

The post holder has a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policy.

HEAD TEACHER:

EMPLOYEE:

DATE:

Person Specification – Senior Administrator

Category	E/D	Criteria Indicated E (Essential) or D (Desirable)	Assessment method
Relevant Skills & Experience	D D E E D E E	<ul style="list-style-type: none"> • Strong administration and organisational skills – methodical working practices and attention to detail • Ability to work under pressure and over time to develop arrangements and solutions to ensure compliancy and efficiencies within school administration including school office and payroll systems and procedures • Experience of working to, and achieving deadlines • Experience of working in a Special / School environment • Excellent communication skills both written and oral and the ability to communicate effectively with staff, visitors etc • Ability to prioritise own work load 	Evidence from application form (A), interviews (I) &/or references (R).
Qualifications, training & education	E D D E	<ul style="list-style-type: none"> • Computer literate with ECDL or equivalent • Relevant A Levels/Degree in English/Maths or similar • Knowledge of relevant computer systems to retrieve information, including Integris, DES, BlueSky • Knowledge of data input and management information systems i.e. Integris, Invenry, BlueSky, Teachers to Parents, School Money etc • Educated to GCSE 8/9 Maths and English (A* - C equivalent as a minimum) 	A
Personal Attributes	E E E E E	<ul style="list-style-type: none"> • Ability to work as part of a team and on own initiative and with resilience • Self-motivating with the ability to multi-task • Good interpersonal skills, and the ability to enthuse and motivate others • Good communicator and ability to work with people at all levels • Flexible and adaptable 	AIR

General & Specific Knowledge	E	<ul style="list-style-type: none"> • Must be numerate and computer literate 	AIR
	E	<ul style="list-style-type: none"> • Good organising, planning and prioritising skills. 	
	E	<ul style="list-style-type: none"> • Methodical with a good attention to detail 	
	E	<ul style="list-style-type: none"> • Good IT skills and the ability to use Excel, Word, PowerPoint and office365 	
	D	<ul style="list-style-type: none"> • Knowledge of MIS – Integris, SBS and Access Dimensions or similar 	
	D	<ul style="list-style-type: none"> • Awareness of financial systems and processes. 	



HOW TO APPLY

Download details and application form from our school website via link on our vacancies page at <https://www.montacute.poole.sch.uk/vacancies-1/>

Please send completed applications to Rachel Holland at Montacute School, 3 Canford Heath Road, Poole, Dorset, BH17 9NG

or email: Rachel.holland@montacute.poole.sch.uk

Closing date for applications: Monday 16th December 2024 @ midday

Shortlisting Date: W/c Monday 16th December 2024

Interviews will be held on: day to be advised

Informal visits to the school are warmly encouraged. To arrange a visit please contact the office tel.no. 01202 693239

We look forward to hearing from you!

This role is UK based and your Right to Work will need to be established as part of the appointment process.

Keeping Children Safe in Education

Montacute School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

Montacute School values the diversity of our workforce and welcomes applications from all sectors of the community.

The salary quoted is the annual salary for the position at the time of the advert. The salary will be paid in equal monthly instalments and will be adjusted at the

start of employment and again if leaving part way through the school year to ensure the correct salary is received for the work completed in an academic year.

The pro rata salary shown is based on the number of hours and weeks worked and paid leave entitlement for an employee under 5 years' service.