



**Whitby School**  
Ad finem terrae

**Senior Administrator**

**Recruitment Information Pack**

**NYES**

**Resourcing  
Solutions**

## Contents

About the School	3
Application Process	4
Job Description and Person Specification	5 – 11
Applying for a job with North Yorkshire Council	12

## 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 will open in September 2024 following the merger of Eskdale School, Caedmon College and Whitby Sixth Form. The school will be split across two main sites: Lower School (Y7 & Y8) will be based on our Airy Hill site and Upper School (Y9-Y13) will be based on our Prospect Hill site.

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 **9am, Friday 6<sup>th</sup> December**

Interviews will be held week commencing **9<sup>th</sup> December**

### **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 person specification (see application pack). 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.*

## **Job Description**

This job description is to be performed in accordance with the Scheme of Conditions of Service of APT & C Services Staff and within the range of duties set out in that document as is relevant to the post holder's title and salary grade.

Title of post: Senior Office Administrator (including support for the Headteacher, staff cover duties and staff attendance reporting responsibilities), 37 hours per week, term time only plus two weeks; First Aider (training will be provided as required)

**Responsible to:** Business Manager

**Salary grade:** NYC Grade F

**Liaising with:** Office and teaching/support staff, visitors, parents, external parties as required

**Employment duties:** The main duties attached to this post are in accordance with the Scheme of Conditions of Service of APT&C Services Staff.

This job description and allocation of responsibilities may be amended, after consultation, from time to time and will be reviewed annually.

**Job Purpose:** To support the Headteacher and Business Manager with a wide range of administrative tasks and co-ordinating the running of the school office, including answering telephone calls and processing a range of documents and undertaking other clerical duties, as required, as well as managing the co-ordination of office jobs. The post holder is accountable for decision making, short to medium term planning and dealing with unexpected problems within the school office. The postholder will assist with allocating staff cover and the administration relating to staff absences, as well as managing first aid administration.

**Job Context:** Co-ordinates the running of the busy environment of the school office, managing administration for the school, including assisting with the arrangements for cover, whole-school events, such as vaccinations, providing an administrative, reprographics, budget monitoring (if required) and reception service, where excellent organisational skills are essential in order to handle the variety of tasks that need to be undertaken.

The school is committed to safeguarding and promoting the welfare of its students and young people. A robust Child Protection Policy is in place 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

School administrators/Receptionists are collectively, as well as individually, responsible for a variety of clerical tasks across 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. As Senior Office Administrator, you will co-ordinate this work, liaising and communicating professionally with all your colleagues across the administrative team; seeking assistance and advice when necessary from your line manager, in respect of emergencies or difficult situations. Confidentiality and discretion are essential in this role. The school offices wish to maintain a high standard of output and professionalism and the central office team adhere to a 'House Style' of office protocols. The postholder will be responsible for managing the archiving of files effectively year-on-year and for ensuring their disposal at the end of their retention period, as per the agreed retention schedule and in line with GDPR responsibilities.

### Main duties and responsibilities - general office

- To answer incoming telephone calls, taking messages and transfer calls, as appropriate.
- To assist visitors, students and staff as required, prioritising visitors and being polite and patient with all customers – internal and external.
- To undertake word-processing and produce other documents, as requested by senior staff and to manage the office jobs system.
- To oversee the franking of outgoing mail and the sorting and distribution of incoming mail.
- To assist in maintaining an up-to-date Free Schools Meals register, as required.
- To oversee the maintenance of fire and other records for the main office, ensuring these are kept up to date.
- To assist with students who are ill, contacting home if necessary, or arranging for the student to be seen by a qualified first aider.
- To oversee the provision of hospitality and other arrangements for visitors, as required by staff for meetings and school-wide events, and to liaise with the caretakers in this regard.
- To oversee the general tidiness of the school reception and office in terms of chairs, table, publications and document holders containing leaflets, letters and other information, etc.
- To assist with other administrative duties that may be required from time to time, as directed by the Business Manager or members of the senior team.
- To assist in the locating of students, as required.
- To oversee the management and distribution of medicines and first aid arrangements for students and appropriate record-keeping in respect of first aid, near misses and medicines for students.

### Main duties and responsibilities

- Provision and co-ordination of administrative, clerical and secretarial duties, as above.
- Carry out evaluation of data to assist, as required, in the preparation of reports eg, for the school's Governing Body, under the direction of the Headteacher or senior staff.

- To obtain information from external parties, such as parents or support organisations, as required, checking that this information is correct and fit for purpose.
- To take minutes at/attend various meetings, as required.
- To create reports and new electronic forms or documents to assist the Headteacher or senior staff, as required.
- To make bookings and appointments, as required, by senior staff.
- To oversee medicines in school for students and first aid arrangements, including entering these in the Council's B-Safe database, promptly and accurately, according to expected H&S procedures.
- To be involved in short to medium term planning, eg, organising student vaccinations and keeping suitable records of this, as required.
- Administer basic first aid and contacting parents in the event of an accident or incident involving their child. Recording accidents in the accident book/B-Safe system and near misses in the Near Miss book.
- Make appropriate decisions to problems/issues when they arise within the office.
- To manage a suitable archiving system and the appropriate disposal of school records year on year in liaison with the Site Manager and other staff.

Communications	<ul style="list-style-type: none"> <li>• Communicate effectively with other staff, governors, visitors, contractors, students and their families/carers.</li> <li>• Oversee the reception and office service to the school, acting as the first point of contact in dealing with routine office and reception matters.</li> </ul>
Resource/People management	<ul style="list-style-type: none"> <li>• Assist senior staff with preparing reports for external parties, including data returns, as necessary.</li> <li>• To arrange staff cover for absences each day, putting in place arrangements for pre-planned absences in advance, in liaison with the Headteacher.</li> <li>• To assist with the appropriate management of budgets within your areas of work and manage resources appropriately.</li> <li>• To maintain suitable computerised records in liaison with senior staff.</li> <li>• Assist with the administration of student accounts relating to the school, including the handling of small amounts of cash, if required (eg, on non-uniform days), preparing routine, external returns, etc.</li> <li>• To monitor stock levels and follow the school's system for ordering office materials, equipment and services, negotiating prices with suppliers, if required, and checking incoming deliveries where necessary.</li> <li>• To induct new office/reception employees as required.</li> <li>• To attend staff meetings and training days and management team meetings by agreement with your line manager/senior staff.</li> <li>• To participate in the school's staff performance management system.</li> <li>• To highlight additional training and supervision needs to build on your skills and knowledge.</li> <li>• To participate in training and other learning activities and performance development as required.</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Understand data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate.</li> <li>• 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 to whom to report your concerns.</li> <li>• Have an awareness and basic knowledge where appropriate of the most recent legislation.</li> </ul>



Systems and Information	<ul style="list-style-type: none"> <li>• Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and understand the implications of those differences.</li> <li>• Share information appropriately – in writing, by telephone, electronically and in person.</li> <li>• Maintain and update accurate computerised and manual records as required.</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• To comply with the Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health &amp; safety responsibilities as an employee and where appropriate any additional specialist or managerial health &amp; safety responsibilities as defined in the Health &amp; Safety policy and procedure.</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> <li>• Develop your own understanding of equality issues.</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>• North Yorkshire 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 Council Policies and Procedures.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• The 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.</li> <li>• The 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.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>

## 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> </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> </ul>	

<ul style="list-style-type: none"> <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>	

# 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.