



Level 3 Administrator

Discovery Special Academy

Job Ref: DSA059



TEES VALLEY
EDUCATION
www.teesvalleyeducation.co.uk

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Status: 1 year fixed term contract

Required: 1st September 2018 (or as soon as possible)

Salary: Scale Point 19 – 21 £18,933 - £20,339 (Actual salary £17,121 - £18,392)

Hours: Full time, Term Time Only + 3 weeks

Reporting to: Headteacher

Tees Valley Education will be opening Discovery Special Academy, which is a special free school for children with severe learning and associated complex needs. The free school will be, dedicated to delivering outstanding inclusive practice through a culture of co-production, experiential learning and growth, where carers and professionals work together to support the holistic development of the child. This is an incredibly exciting opportunity to work as part of a team of a new academy and be part of Tees Valley Education.

Therefore, we are seeking to recruit a suitably qualified and experienced level 3 administrator. The successful candidate will promote and support the vision and direction of Discovery Special Academy by providing day-to-day support for all users. First impressions count; our office staff set the tone for how our academies are perceived and as the first point of contact, you will need to have an outgoing, friendly approach. You will be able to undertake difficult conversations with people in a calm and assertive manner. The academy offices are extremely busy places and children, parents and staff will often require your help and support at short notice, so we expect you to be able to prioritise and organise your time effectively, with a smile!

The Academy Business Manager also works closely with the administration team to provide support to the administration team. The post will initially be based at Brambles Primary Academy, however, the location will change when the Department for Education decide on a permanent base for the special academy. As part of Tees Valley Education Trust we see ourselves very much as a team, serving a variety of communities. Therefore, we use every opportunity to share excellent practice, skills and expertise to improve outcomes for all. We firmly believe that we are 'stronger together'.

We are a fabulous team and we all enjoy working together to improve outcomes for our children. We are offering a varied and challenging role in a busy and rewarding working environment with access to excellent continuous professional development, as part of a highly functioning team.

Tees Valley Education Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

Applications are invited from prospective candidates who are able to demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an outstanding team and help continue the journey towards excellence.

Visits for discussion with the headteacher are strongly encouraged and can be arranged by appointment with the Tees Valley office on the following dates: Friday 15th June at 1pm or Wednesday 20th June at 4pm. Visits will be held at the Tees Valley Teaching School, Tees Valley Education, Fulbeck Road, Middlesbrough TS3 0QS.

Application packs can be printed directly from the Trust website or requested from the Tees Valley office on 01642 304406 or 01642 221156. Hand written or electronic printed copies of the Tees Valley Education

application form should be posted or hand delivered to the following address for the attention of Miss Jennifer Duncan, Headteacher.

By post: Tees Valley Education, Fulbeck Road, Middlesbrough TS3 0QS.

Please be aware that if you are sending your application by e-mail, the Trust cannot be responsible for any formatting anomalies when printing.

By E-mail: recruitment@tved.org.uk

If you have any queries about the position or the academy and the trust, please do not hesitate to contact Mrs C Watson on christine.watson@tved.org.uk

Closing Date: 21st June 2018 12 noon

Shortlisting: 22nd June 2018

Interview Date: 28th June 2018

Location: Tees Valley Education Teaching School

JOB DESCRIPTION

Under the guidance of senior staff; be responsible for undertaking administrative, financial and organisational processes within the academy. They will assist with the planning and development of support services.

ORGANISATION

- Deal with routine and complex reception/visitor matters
- Contribute to the planning, development and organisation of support services systems/procedures/policies
- Organise academy trips/events etc.
- Supervise, train and develop staff as appropriate

ADMINISTRATION

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing, word-processing and complex IT based tasks
- Provide personal, administrative and organisational support to other staff
- Provide administrative and organisational support to the Local Academy Committee
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc. including those to outside agencies e.g. DfE
- Undertake the administration of payroll systems

RESOURCES

- Operate relevant equipment/complex ICT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage uniform/snack/other 'shops' within the academy
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with marketing and promotion of the academy
- Manage administration of facilities including use of academy premises
- Undertake complex financial administration procedures
- Assist with planning, monitoring and evaluation of budget

OTHER PROFESSIONAL RESPONSIBILITIES

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the academy
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Any other duties consistent with the grading of the post

Maintaining Professional Competencies

- Operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them;
- Ensure high level of professional competences by attending regular training and self-study;
- Main the dignity and respect of children, families and colleague through professional behaviour and appropriate levels of confidentiality.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

The post holder may be required to work some hours after school and evenings in order to engage with parents and support after school and extra-curricular activities to take place.

Important: In the first instance, applications are assessed against the following criteria:
 *overall presentation *use of standard English *grammatical accuracy

Where applications do not meet the expected standard, they will be discarded before being matched to the person specification.

PERSON SPECIFICATION		
EXPERIENCE AND QUALIFICATIONS	AM	E/D
Level 3 or above in administration or relevant equivalent in this discipline.	A	E
GCSE Grade C or above in English and Mathematics.	A	E
Previous administrative experience.	A	E
Experience of using ICT Microsoft packages, word/excel.	A, I	E
Experience of managing database systems.	A, I	E
Experience of maintaining efficient and accurate records.	A, I	E
Experience of school based systems, including SIMS.	A, I	E
NVQ4 or equivalent in a relevant discipline.	A, I	D
Evidence of further training or willingness to attend.	A, I	D
Administration of Medicines or First Aid training.	A, I	D
Previous experience of data analysis.	A, I	D
Previous experience of planning, developing and monitoring support systems.	A, I	D
Experience of managing financial procedures such as school funds and petty cash.	A, I	D
KNOWLEDGE, ABILITIES AND SKILLS		
Ability to prioritise workloads and manage time effectively.	A, I	E
Demonstrable negotiating and problem solving skills.	A, I, R	E
Ability to assimilate, analyse and action information from a variety of sources.	A, I, R	E
Knowledge of financial management and reporting.	A, I, R	E
Thorough knowledge of Microsoft Office (Word, Excel & PowerPoint).	A, I, R	E
Knowledge of cash handling and banking procedures.	A, I, R	E
Numerical and analytical skills.	A, I, R	E
Self-motivation and ability to use initiative.	I, R	E
Excellent oral and written communication skills, including the preparation and sharing of a range of reports.	A, I	E
A professional and welcoming manner at all times.	A, I, R	E
Excellent interpersonal skills and a caring attitude towards pupils, colleagues and parents.	I, R	E
Flexible and adaptable.	A, I, R	E
Commitment to and understanding of Equal Opportunities and Child Protection.	A, I, R	E
Ability to maintain all aspects of confidentiality at all times.		E
Tenacity, enthusiasm and drive.	A, I, R	E
Knowledge of school policies and procedures.	A, I, R	D
Knowledge of attendance reporting.	A, I	D
Knowledge and experience of PS financials.		
Knowledge of stock monitoring and preparing inventories.		
Knowledge of health and safety requirements.		

AM (Assessment Method) - A - Application Form, I - Interview, R – Reference

E – Essential

D - Desirable

SAFEGUARDING CHILDREN

The Trust, and its academies, are committed to Safeguarding and Promoting the Welfare of all children. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Whilst local authorities play a lead role, safeguarding children and protecting them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

Working Together to Safeguard Children DfE 2015

The Trust pays full regard to DfE guidance 'Working Together to Safeguard Children DfE 2015'. Anyone who works for the Trust, who is likely to be perceived by children as a safe and trustworthy adult (including volunteers and staff employed by contractors), is subject to appropriate checks in line with current legislation and best practice.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking checking details with the Disclosure and Barring Service.

EXPLANATORY NOTES

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks and DBS checks.

Candidates should be aware that all posts in Tees Valley Education involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered 'not applicable' if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

As part of the DBS application and as a form of identification, all candidates invited to interview must bring the following documents:

Route 1 – 3 documents (at least 1 must be from Group 1, the other 2 can be from any group)

Route 2 – 3 documents (1 from Group 2a and 2 from 2a or 2b, plus External ID check)

One document must confirm the applicant's date of birth and another confirm the current address. In addition to the above, if you are successful, you will be required to conduct an external ID check (this is an automated process completed online).

Route 3 – 5 documents (birth certificate and 4 other documents - 1 from 2a and 3 from Group 2a or 2b)

One document must confirm the applicant's current address

Group 1 – Primary Identity Documents	
Current valid passport (UK or overseas)	Biometric Residence Permit (UK)
Current driving licence - photocard & counterpart (where applicable). (UK, Isle of Man, Channel Islands and EU – full or provisional)	Birth certificate – issued at time of birth (UK, Channel Islands – including those issued by UK authorities overseas)
Adoption Certificate (UK & Channel Islands)	
Group 2a – Trusted Government Documents	
Current driving licence - photocard (UK and overseas)	Current driving licence – paper (UK and EU)
Birth certificate – issued any time after birth (UK & Channel Islands)	Marriage/civil partnership certificate (UK & Channel Islands)
Fire Arms Licence (UK & Channel Islands)	HM Forces ID Card (UK)
Group 2b – Financial & Social history documents	
Mortgage statement (UK or EEA)	P45/60 Statement
Bank/Building Society Statement (UK)	Council Tax statement
Credit Card Statement (UK or EEA)	Work Permit/Visa (UK)
Financial Statement, eg Pension, investments (UK)	Sponsorship letter from employer (outside UK)
Benefit statement, eg child allowance, pension (UK)	Utility Bill
EU National ID card	Cards carrying PASS accreditation logo
Letter from Headteacher or Principal	
A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands), eg from the Department for Work and Pensions, the Employment Service, HMRC, Job Centre, Social Security, etc.	
ID validation must be attempted in order. If you are unable to validate via Route 1, move to Route 2, if unable to validate Route 2, move to Route 3.	

Failure to meet any of the above routes may mean that you will be sent for fingerprinting by the Police which you should be aware is likely to cause delay to the DBS application process and subsequently the recruitment process.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references for candidates that are shortlisted for interview and may also approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

HOW TO APPLY

To apply please complete the Tees Valley Education application form. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Applying:

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