



Recruitment Pack

Tees Valley Education



Wilton Primary Academy

Job Ref: WPA064



**TEES VALLEY
EDUCATION**
www.teesvalleyeducation.co.uk

WELCOME LETTER FROM THE TRUST



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Dear Applicant

Thank you for expressing an interest in applying for a position working with Tees Valley Education Trust.

The Trust currently comprises of five Academies - Brambles Primary Academy, Discovery Special Academy, Dormanstown Primary Academy, Pennyman Primary Academy and Wilton Primary Academy.

Tees Valley academies believe in excellence as a birthright. All children, regardless of circumstance, have an entitlement to a world class education. The Academy Head Teachers operate in an atmosphere of trust, honesty, integrity and an unwavering commitment to excellence for children. They firmly believe there should be “no excuses or barriers!” in education.

All of the academies are located in areas of significant deprivation and its leaders are passionate about the difference education can make to children’s lives.

Therefore, if you are successful, you will be joining a brilliant team. All of our staff, regardless of their role, work together to ensure that our children are provided with the best education possible.

As a Trust, we are committed to giving our leaders and teachers time to fulfil their professional duties and responsibilities. We also offer you the opportunity to work in a vibrant, supportive and friendly atmosphere where you will be enabled to develop both personally and professionally.

Enclosed with this recruitment pack you will find the advert, job description and person specification for the post along with an application form, safeguarding information and guidance on how to apply. If you wish to apply, then please make sure that you complete the application form fully. Please do not attach a curriculum vitae: we will only consider information completed as part of the application form.

Yours faithfully

Katrina Morley

Chief Executive Officer and Executive Head Teacher of Pennyman Primary Academy

Level 2 Administrator

Wilton Primary Academy

Status: Permanent

Hours: 12 hours to be worked over 3 days, term time only.

Salary: £17,565 - £18,152 per annum pro-rata (actual salary £4,774 – £4,934)

Reporting to: Wilton Academy Business Manager

Wilton Primary Academy is a small, friendly academy located in a village setting. We are seeking to recruit a suitably qualified and experienced administrator. This is an exciting new post designed to support the academy Business Manager and teaching staff.

The academy office is an extremely busy place 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. As the first point of contact, you will need to be approachable and have good communication skills.

Duties will include:-

- Undertaking reception duties
- Assisting with pupil welfare
- Providing general administrative and clerical support
- Maintaining information systems
- Undertaking financial administration processes

You will have good numeracy and literacy skills and you must have a NVQ level 2 or above in a relevant discipline. Experience of using ICT Microsoft packages such as word, excel and email is required. You will also have experience of maintaining efficient and accurate records and work as part of a team. It is desirable that you have an understanding of school-based systems such as SIMS. It would also be desirable if you had first aid training.

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.

Application packs can be downloaded or printed directly from the Trust's website or requested from the academy. Only applications on Trust's official application form will be accepted. Application forms should be emailed or posted to the following address for the attention of Mrs Louise Molnar, Academy Business Manager email TVEWilton@tved.org.uk or by post to Wilton Primary Academy, Pasture Lane, Lazenby, TS6 8DY

If you have any queries about the application process or the position please feel free to contact Mrs Molnar on 01642 453374 or email TVEWilton@tved.org.uk. Visits to the academy are encouraged and can be arranged by contacting Mrs Molnar.

Visits: 3.30-4.30pm Tuesday 13th and 4-5pm Thursday 15th November 2018

Closing Date: 12 noon Friday 23rd November 2018

Interviews: Thursday 29th November 2018 **Location:** Wilton Primary Academy

JOB DESCRIPTION – LEVEL 2 ADMINISTRATOR

Under the instruction/guidance of a line manager: provide general administrative/financial support to the Academy. Tasks are as follows:-

Organisation

- Undertake reception duties; answering telephone, face to face enquiries, liaising with relevant staff, outside agencies and parents, dealing with visitors etc.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for schools trips, events etc.

Administration

- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures (E.g. assessment data entry, orders, invoices etc.)
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Operate uniform/snack/other 'shops' within the school
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Where appropriate provide supervision for other staff carrying out routine administrative tasks
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

The jobholder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

PERSON SPECIFICATION LEVEL 2 ADMINISTRATOR

QUALIFICATIONS	Office use only
GCSE Grade C or above in English and Mathematics	E (1)
NVQ Level 2 or above in administration or relevant equivalent in this discipline	E (2)
NVQ level 3 or equivalent in a relevant discipline	D (1)
First aid training	D (2)
Willingness to attend further training	D (3)
EXPERIENCE	
Previous clerical/administrative experience	E (3)
Experience of maintaining efficient and accurate records	E (4)
Evidence of using Microsoft Office software e.g. Word, Excel, Outlook (e-mail)	E (5)
Experience of working within a team	E (6)
Experience of maintaining database systems	D (4)
Experience of school based systems e.g. SIMS	D (5)
Experience of cash handling and banking	D (6)
SKILLS AND KNOWLEDGE	
Good keyboard skills	E (7)
Excellent verbal and written communication skills	E (8)
Excellent organisational skills	E (9)
Ability to multi-task	E (10)
Numerical and analytical skills	E (11)
Knowledge of school policies and procedures	D (7)
Awareness of safeguarding procedures	D (8)
Knowledge of attendance reporting	D (9)
QUALITIES	
Positive and flexible approach to work	E (12)
Ability to maintain all aspects of confidentiality	E (13)
Ability to work under own initiative and as part of a team	E (14)
A caring attitude towards pupils, colleagues and parents and the ability to maintain good relationships	E (15)
A professional and welcoming manner at all times	E (16)
An understanding of and commitment to equal opportunities	E (17)
Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.	E (18)

E – Essential

D – Desirable

Important: In the first instance, applications are assessed against the criteria listed above, in addition to overall presentation, use of standard English and grammatical accuracy.

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

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.

Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action

Working Together to Safeguard Children DfE 2018

The Trust pays full regard to DfE guidance 'Working Together to Safeguard Children DfE 2018'. 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 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, e.g. Pension, investments (UK)	Sponsorship letter from employer (outside UK)
Benefit statement, e.g. child allowance, pension (UK)	Utility Bill
EU National ID card	Cards carrying PASS accreditation logo
Letter from Head Teacher or Principal	
A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands), e.g. 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.

General Data Protection Regulation

Refer to our privacy policy on how we will process your personal data including how you can request to access your personal data via Tees Valley Education website: <http://www.teesvalleyeducation.co.uk>.

HOW TO APPLY

To apply please complete the Tees Valley Education application form.

Applying:

Application packs can be printed directly from the Trust website www.teesvalleyeducation.co.uk. If you are submitting your completed application, form by e-mail via TVEWilton@tved.org.uk please be aware that the academy cannot be responsible for any formatting anomalies when printing. Hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of Mrs Louise Molnar:

Wilton Primary Academy
Pasture Lane
Lazenby
Middlesbrough
TS6 8DY

Visits to the academy are encouraged and can be arranged by contacting Mrs Molnar.

If you have any queries about the application process or the position please feel free to contact Mrs Molnar on 01642 453374 or by email at TVEWilton@tved.org.uk.

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