



Recruitment Pack

Tees Valley Education

Trust Graduate Trainee

Job Ref: TVE092



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

ADVERTISEMENT

Trust Graduate Trainee

Tees Valley Education



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Status: Fixed term (2 years)

Hours: 37 hours (whole time/full time)

Salary: Scale 10-12 (£20,751 to £21,589)

Reporting to: Trust Business and Resource Manager

Tees Valley Education Trust is a multi-academy trust, established September 2015. We provide 'outstanding' learning environments where our children can achieve excellent outcomes and thereby optimise their life chances and future employability. Well regarded within the local communities we serve, our burgeoning reputation for sustainable success and consistently developing innovative programmes is gaining national recognition.

The Trust wishes to appoint a Trust Graduate Trainee to join the central team. This is a new role, to work with a talented graduate, that will follow either an internal or external programme of learning. Depending on the success of the graduate, the Trust may appoint the graduate permanently. This role will play a fundamental part in the Trusts growth and development.

You will be reporting to the Trust Business and Resource Manager to undertake a range of duties as required by the senior leadership and Trust Board including: governance, financial management, website development, support the trusts growth with technology, deliver effective customer service to external and internal stakeholders and support the delivery of the operational functions within the central business team.

Duties will include:

- Support the Trust Business and Resource Manager with adhering to all governance requirements including maintaining and updating the Trust's websites
- Support the central finance team
- Support leadership team with developing technologies to further optimise the Trusts operations
- Update and maintain the Trust's social media accounts
- Ensuring the Trust is compliant with its website and required policies, procedures, strategies and other statutory documents are updated, maintained and accessible to all relevant audiences
- Provide central administrative support to senior leadership team and Trust Board as required
- Support the Trust Office Manager with the programme of outreach school to school support as directed by the Trust Improvement and Development Leader
- Prepare agenda's and minute relevant meetings as directed
- Booking venues for meetings and travel for senior leadership team
- Liaising directly with the Trust Board members, Trustees and internal and external stakeholders
- Support with hosting external visitors including food preparation and presentation following food hygiene standards

You must have an excellent customer service skills and organisational skills. You will be a qualified at NVQ level 4 or equivalent and have a good understanding of a range of Microsoft Office applications such as word, powerpoint, publisher, excel and outlook. You will have a proven track record with recent relevant experience in a similar role. It would be advantageous if you have experience of working within a multi-academy trust and/or a school improvement service.

In return, we can offer you the opportunity to join a high quality team committed to developing the Trust and educational standards and opportunities for young people both in the local community and nationally. We have an incredibly strong inclusive ethos and are fully committed to your ongoing professional development.

If you wish to apply, then please make sure that you complete a letter of application, showing how you demonstrate all the characteristics in the job description, person specification enclosed with the pack and why you are suitable

for the post. Please do not attach a curriculum vitae; we will only consider information completed as part of the application form.

Letters of application must be addressed and submitted to Mrs Emma Chawner, Trust Business and Resource Manager, Tees Valley Education, Fulbeck Road, Middlesbrough TS3 0QS.

If you have any queries about the application process or the position contact Emma Chawner on 01642 221156. **Visits to the Trust are encouraged and can be arranged by contacting Emma Chawner.**

Closing Date: Monday 9 December 2019

Shortlisting: Tuesday 10 December 2019

Interview Date: Tuesday 17 December 2019

JOB DESCRIPTION – TRUST OFFICE MANAGER

To play a significant role in supporting the work of the central team which includes senior leadership team and Trust Board, reporting directly to the Trust Business and Resource Manager, to enable the CEO, Trust Board to exercise their responsibilities by facilitating: outstanding record keeping; quality control; responding to government requests and providing outstanding customer service.

ADMINISTRATION

- To ensure Trust governance requirements are met including maintaining Companies House, DfE and ESFA
- Support the central finance team with internal financial reporting and quality assurance checks on the trusts control accounts.
- Record keeping including setting up and maintaining systems and processes for statutory and time-limited ring-fenced funding and ensure these are of standard for inspection purposes
- Update and maintain the Trust's websites and liaise with other Office Managers to ensure information is shared across the academies websites
- To support with the development of the Trust's communication and marketing strategy including updating and maintain the Trust's social media accounts
- To support the Trust on specific trust wide projects as appropriate
- To support the Trust with strategy implementation including estates management
- Research funding opportunities, communicate these to SLT and support with any funding applications
- Setting agendas and minuting meetings as directed, including preparation of papers for meetings.
- Word processing correspondence including: emails, letters, newsletters
- Maintaining a robust schedule to ensure the Trust is compliant with DfE and Ofsted regulations in relation to information to be published on its website including statutory and other trust policies, procedures and strategies are up to date and accessible
- To support senior leadership team with developing the Trust's technology abilities including developing apps and moving to cloud based systems
- Support the completion and submission of complex forms, returns etc including those to outside agencies e.g. ESFA/DfE
- Support the Office Manager with diary management of the outreach centre and CEO's diary as required
- Provide a variety of administrative support to the central team, outreach service, Chair of the Trust Board and the Chief Executive
- To establish and maintain outstanding professional relationships with external stakeholders
- Organise meetings, respond to enquiries and accurately produce, store and retrieve paper and electronic documents.
- Organise and co-ordinate events, including handling booking for the outreach centre,
- To ensure the outreach centre is set up as per requests from those hiring the venue including: setting up and closing down on the day, venue and hospitality arrangements and the provision of AV equipment and resources as required.
- Supporting the CEO and the senior leadership team with sharing relevant information and adhering to the General Data Protection Regulation.
- Assist with marketing and promoting Tees Valley Education and its core offer including the Outreach Service.

GENERAL

- Comply with policies and procedures relating to child protection, health and safety, confidentiality, GDPR, data protection and equality. Reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work aims of the Trust including the Diamond Standards: Commitment, Curiosity, Courage and Care.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings as required.
- 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.

- The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the academy's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the academy, s/he must report any concerns to his/her Line Manager or the academy's Designated Safeguarding Lead.

The job holder may be required to undertake additional duties as could be reasonably required.

The job holder may be required to work across the academy group, including for Trust wide initiatives.

The job holder may be required to undertake additional training.

PERSON SPECIFICATION TRUST OFFICE MANAGER	
QUALIFICATIONS	Office use only
GCSE Grade C or above in English and Mathematics	E (1)
NVQ level 4 or equivalent qualification or experience relevant discipline	E (2)
EXPERIENCE	
Experience of working in an office environment at a senior level	E (3)
Excellent communication skills, oral and written	E (4)
Excellent numeracy/literacy skills	E (5)
Experience of website development, social media and modern technology development	E (6)
Evidence of using Microsoft Office software e.g. Word, Excel, Powerpoint, Outlook (e-mail)	E (7)
Experience of interpreting financial information and communicating this information effectively	D (1)
Experience of writing funding applications	D (2)
Experience of policy and strategy development	D (3)
Experience of food preparation in accordance with food hygiene standards	D (4)
Experience of working in a MAT and/or School Improvement Service	D (5)
Experience of working to Financial Handbooks and completing statutory returns	D (6)
KNOWLEDGE, ABILITIES AND SKILLS	
Ability to develop compliance systems and ensure they are fit for purpose	E (8)
Knowledge of project management principles	E (9)
Highly organised and able to prioritise daily workload to meet deadlines	E (10)
Ability to plan and organise meetings/events/training	E (11)
Able to work quickly with a high level of accuracy and attention to detail	E (12)
Flexible in your approach to work	E (13)
Able to communicate well with staff at all levels of the organisation	E (14)
Ability to organise, lead and motivate other staff	E (15)
Ability to self-evaluate learning needs and actively seek learning opportunities	E (16)
Able to use initiative to resolve problems	E (17)
Knowledge of MAT governance requirements	D (7)
Working knowledge of policies and procedures and relevant codes of practice and legislation	D (8)
Understanding and knowledge of DfE and ESFA guidance	D (9)
QUALITIES	
Proactive, enthusiastic and has a positive mindset and attitude	E (19)
Excellent interpersonal skills	E (20)
Friendly with a 'can do' and solution focused attitude	E (21)

Resourcefulness and creative to offer ideas to optimise and improve systems and structures	E (22)
Open-minded and receptive to new ideas, approaches and challenges	E (23)
Ability to work flexibly and co-operatively within a team	E (24)
A team player with a proven track record	E (25)
Sense of humour	E (26)

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 EAA)	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 Head Teacher 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.

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. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

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 recruitment@tved.org.uk, please be aware that the Trust 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 Emma Chawner:

Tees Valley Education
Pennyman Primary Academy
 Fulbeck Road
 Netherfields
 Middlesbrough
 TS3 0QS

Visits to the Trust and/or our academies are encouraged and can be arranged by contacting Emma Chawner.

				
Brambles Primary Academy Kedward Avenue Brambles Farm Middlesbrough TS3 9DB Tel: 01642 210704	Discovery Special Academy c/o Kedward Avenue Brambles Farm Middlesbrough TS3 9DB Tel: 01642 248333	Dormanstown Primary Academy South Avenue Dormanstown Redcar TS10 5LY Tel: 01642 483696	Pennyman Primary Academy Fulbeck Road Middlesbrough TS3 9DB Tel: 01642 314750	Wilton Primary Academy Pastures Lane, Middlesbrough TS6 8DY Tel: 01642 453374

If you have any queries about the application process or the position please feel free to contact Emma on 01642 221156 or by email at emma.chawner@tved.org.uk.