



Level 3 Academy Administrator

Wilton Primary Academy

Job Ref: WPA106



TEES VALLEY
EDUCATION
www.teesvalleyeducation.co.uk

WELCOME LETTER FROM THE TRUST



TEES VALLEY
EDUCATION
www.teesvalleyeducation.co.uk

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

Job title: Level 3 Academy Administrator

Job reference: WPA106



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

Closing date for applications: 06/07/2020 9 am

Location: Wilton Primary Academy

Reporting to: Academy Business Manager

Salary: £19,945 - £21,166 pro rata (actual salary £12,816 - £14,037)

Contract: 25 hours per week Permanent Term Time Only + 3 weeks

Start: September 2020

Tees Valley Education are seeking to recruit a suitably qualified and experienced administrator to work in one of their academies. Tees Valley Education is extremely proud of the high quality provision it offers all pupils in its care and this is an exciting opportunity, designed to support a growing Trust as well as adding capacity to the academies within it.

The successful candidate will promote and support the vision and direction of Wilton Primary 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 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!

Whilst the appointment is based at Wilton Primary Academy, as part of Tees Valley Education Trust we see ourselves very much as a team, serving different 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'. You will part of a wider team with support from the administration team at Dormanstown Primary Academy.

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.

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

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.

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.	A, I	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.	A, I	D
Knowledge of stock monitoring and preparing inventories.	A, I	D
Knowledge of health and safety requirements.	A, I	D

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.

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.

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 downloaded or printed directly from the Trust website www.teesvalleyeducation.co.uk, you can submit your application directly online. Only applications on Trust's official application form will be accepted.

During COVID-19 it is recommended to submit your application form via:

- Email to Recruitment@tved.org.uk please be aware that the Trust cannot be responsible for any formatting anomalies when printing;
- Our website directly.

If you have any queries about the position or the academy and the trust, please do not hesitate to contact Ms Caroline Ansell, caroline.ancell@tved.org.uk

Closing Date: 6th July 2020 9am

Shortlisting: 6th July 2020

Interview Date: 13th July 2020

Location: Wilton Primary Academy

www.teesvalleyeducation.co.uk