



APPLICANT PACK

# Administration Officer

*Trinity Catholic College Sixth Form, Middlesbrough*



# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Administration Officer.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package, along with information on the many advantages of living and working in the North East.



Applicants should return their application forms to [recruitment@npcat.org.uk](mailto:recruitment@npcat.org.uk) by the **closing date, Friday 8th July 2022, 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Lisa Marron, Head of Finance by email at [marron.l@npcat.org.uk](mailto:marron.l@npcat.org.uk)

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

*Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.*

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

**Hugh Hegarty CEO**

NPQH | MSc | PGCCGC | BEd Hons | CTC



*Forming lives ready to face the future*

## Why work for us?

**The Nicholas Postgate Catholic Academy Trust family of 23 primary schools, four secondary schools, a sixth form and teaching school, promotes the dignity, self-esteem and development of every one of our pupils and staff.**

Situated in Teesside and North Yorkshire, within the northern area of the Roman Catholic Diocese of Middlesbrough, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

We are dedicated to academic excellence and the spiritual, physical and moral development of all our 9,000 pupils, as well as the ongoing development and fulfilment of every one of our 1,000-plus staff.

Our Trust is a faith-based community. We provide modern facilities and a safe and secure environment that reflects and supports family values, where standards of behaviour are excellent and parental engagement and collaboration is central to our success.

Learning takes place in an atmosphere inspired by the spirit of Jesus Christ, in which his commandment to love God and neighbour nurtures a caring ethos that is expressed in relationships within and beyond our schools.

We are inclusive and are respectful of and engage with people of all beliefs, encouraging a culture of tolerance where people of diverse identities are recognised, welcomed, respected and cherished.

We seek to make a difference to the lives of all groups of children, working to ensure especially that the most vulnerable in our society are not disadvantaged.

Each school aspires for excellence and is on a journey of continual year-on-year improvement. They work in partnership with families and parishes to promote strong, positive links and have clear strategic aims built on our mission and values.

We:

- Celebrate and share the practice of our outstanding schools, leaders and teachers
- Are committed to excellent governance that challenges, supports and holds to account
- Have strong leadership at all levels
- Ensure our pupils receive outstanding teaching
- Offer a wide range of curricular and extracurricular experiences
- Develop parents and carers as active partners in their child's progress.

We are building a Trust where every child is at the heart of everything we do, where every child is valued, where every family is supported and where every aspiration and every dream can be realised.

*“True education enables us to love life and opens us to the fullness of life”*

**– Pope Francis**

# Proud to Serve Teesside and North Yorkshire



**The area we serve is one of the friendliest and most beautiful places you could choose to live and work in.**

With an international reputation for innovation and an exciting mix of modern, cosmopolitan and historic culture, the region includes vibrant cities, quaint villages, an outstanding coastline and stunning countryside. Here are just a few reasons you should live here:

## **Affordable homes**

We have some of the lowest house prices in the UK, with an average North-East house price of just £132,769, compared to £250,677 in England as a whole (September 2019 figures).

### Friendly people

We are famous for our friendliness and hospitality. Wherever you go, you'll always find a warm welcome and ready smile.

### Arts and culture

Museums and galleries include Middlesbrough Institute of Modern Art (mima), the Captain Cook Birthplace Museum, the Dorman Museum, with its collection of Christopher Dresser-designed Linthorpe Pottery, and Kirkleatham Museum, home to the superb Anglo-Saxon princess treasure exhibition.

### Entertainment and leisure

The region boasts large venues, international music festivals, Michelin star restaurants and a vibrant nightlife. It is home to Middlesbrough Football Club and countless grassroots clubs for adults and children, cricket and rugby teams and world-class golf courses. Our coastline offers diving, sailing and some of the world's best surfing at Saltburn and you can enjoy watersports at Tees Barrage International White Water Course.

### Outstanding countryside

We have some of the best countryside you'll find anywhere in the UK, including the stunning North York Moors and Dales. Even if you choose to live in one of our larger towns you can always be in the countryside or by the sea in less than half an hour.

### Excellence in education

The region boasts many great schools, including four NPCAT primaries that were named in the *Sunday Times* top 250, and Teesside University is also based in Middlesbrough. Famous people educated in NPCAT schools include musicians Chris Rea and Paul Rodgers, Middlesbrough MP Andy McDonald and Mayor Andy Preston, government advisor Sir Martin Narey, impressionist Kevin Connolly, TV personality Chris Kamara, Middlesbrough FC chairman Steve Gibson and Keith Houchen, who scored in the 1987 FA Cup final.

### Strong transport links

Teesside International Airport has three daily flights to Amsterdam operated by KLM, allowing easy connection to anywhere in the world, while Leeds-Bradford and Newcastle airports are also close by and we have excellent rail and road links to the rest of the country.



# The Diocese of Middlesbrough

**NPCAT is one of three multi-academy Trusts responsible for the running of schools within the Roman Catholic Diocese of Middlesbrough.**

The diocese was founded on December 20 1878 when the Diocese of Beverley, which had covered all of Yorkshire, was divided.

Today, the diocese covers an area of 4,000 sq km in the historic counties of North Yorkshire and the East Riding of Yorkshire, together with the city of York.

Bishop of Middlesbrough the Rt Rev Bishop Terence Patrick Draney provides Catholic schools:

- To help him as first educator of the diocese in his mission of making Christ known to all people.
- To support parents who at their child's baptism accepted the responsibility of raising their child in the Catholic faith.
- To be at a service to their local church, parish and Christian home and to ensure our children give such service to the wider society.

NPCAT is responsible for schools in the boroughs of Middlesbrough, Redcar & Cleveland and parts of Stockton and the county of North Yorkshire.

It is our mission to contribute to the creation of a society that is highly educated, skilled and cultured.

Our schools must educate the whole child, ensuring they develop spiritually and also achieve their full academic potential.



We see parish and school partnership as fundamental to the missionary role of Catholic education.

Each school has a central place in parish life and where a school serves more than one parish, chaplaincy work in school ensures that the appropriate steps are taken to have equal engagement across them all.

We ensure our schools come together to celebrate Mass, with the highlight of the year being the annual celebrations on feast days.

We also come together as a Trust for carol services at St Mary's Cathedral in Middlesbrough during Advent.

Our schools serve the following parishes:

Brotton, St Anthony of Padua  
Egton Bridge, St Hedda  
Guisborough, St Paulinus  
Ingleby Barwick, St Thérèse of Lisieux  
Lealholm, Our Lady of the Sacred Heart  
Loftus, St Joseph and Cuthbert  
Marske-by-the-Sea, St Bede  
Middlesbrough, Corpus Christi  
Middlesbrough, Holy Name of Mary  
Middlesbrough, St Clare of Assisi  
Middlesbrough, St Francis of Assisi  
Middlesbrough, St Joseph  
Middlesbrough, St Mary's Cathedral  
Middlesbrough, St Patrick (Sacred Heart)  
Middlesbrough, St Thomas More  
North Ormesby, St Alphonsus  
Nunthorpe, St Bernadette  
Ormesby, St Gabriel  
Redcar, Blessed Nicholas Postgate (Sacred Heart & St Augustine)  
Saltburn, Our Lady of Lourdes  
Staithes, Our Lady Star of the Sea  
Teesville, St Andrew's Parish  
Thirsk, All Saints  
Thornaby, Christ The King  
Thornaby, St Patrick  
Ugthorpe, St Anne  
Whitby, St Hedda's  
Yarm, St Mary and Romauld



# Employee Benefits and Wellbeing



**NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.**

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our colleagues.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

**We offer:**

- Competitive pay
- Defined benefit pensions
- Performance-related pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

**Additional benefits include access to:**

- Tusker Car Salary Sacrifice Scheme
- Everybody Benefits discount and reward platform
- Health Cash Plan
- Cycle2Work scheme

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.

# Training, Development and Progression



**We offer a comprehensive training package that caters for all staff from future Initial Teacher Training pupils through to chief executive officer, as well as non-teaching staff.**

This is delivered via our partnerships with national continuous professional development (CPD) trainers such as Best Practice Network.

Our evolving team of standards advisers support school leaders in providing individually tailored coaching and mentoring.

We also offer a range of appropriate courses for staff in a variety of roles, including business and school administrators, teaching assistants and pastoral support staff.

Early career teachers benefit from a comprehensive professional development programme delivered in collaboration with Best Practice Network.

A combination of face to face and remote sessions involving online training videos and materials cover the range of competencies in the Early Career Framework.

Teachers with between two and four years' experience currently have access to the Accelerate Programme, a Department for Education sponsored development course covering key aspects of pedagogy.

Aspiring middle leaders and aspiring senior leaders engage in National Professional Qualification for Middle Leadership (NPQML) and National Professional Qualification for Senior Leadership (NPQSL) courses through Inspiring Leader.

Leaders currently in post engage with Best Practice Network on, for example, Excellent Middle Leaders Courses or School Curriculum Leadership.

Aspiring headteachers undertake National Professional Qualification for Headship (NPQH) and existing headteachers can continue to progress through their National Professional Qualification for Executive Leadership (NPQEL) qualification.

All staff can access training relevant to current needs, through partnerships with organisations such as the Research School's Network and Leeds Carnegie Centre of Excellence for Mental Health.

In addition to face to face sessions, staff at all levels can undertake accredited courses from Level 1 upwards covering bespoke topics specific to their roles, such as Understanding Autism and Managing Challenging Behaviour.

Central Services and business and administrative staff receive training on key aspects of their roles identified in conjunction with their team leaders.

# Job Advert

<b>Required:</b>	As soon as possible
<b>Salary:</b>	Grade E-F, SCP 6-11 (Actual salary £17,240 - £19,035)
<b>Hours:</b>	37 hours per week, Term Time Only Plus 1 Week
<b>Contract Type:</b>	Permanent
<b>Location:</b>	Trinity Sixth Form, Saltersgill Avenue, Middlesbrough, TS4 3JP

Nicholas Postgate Catholic Academy Trust is a family of 27 schools, a sixth form and teaching school from across the north of the Diocese of Middlesbrough. With more than 9,000 pupils and 1,200 staff, the Trust is one of the North East's largest Catholic Trusts.

We are seeking to appoint an Administration Officer to provide general and financial administrative support across the sixth form sites and be the key admin support for the new T6 sports element of the sixth form.

This is an exciting time to be part of the planned growth to the sixth form at Trinity within NPCAT.

## **The successful candidate will have:**

- An NVQ Level 3 or equivalent qualification / experience in a relevant discipline
- Strong numeracy and literacy skills
- Experience of working effectively in a busy environment with competing priorities and deadlines
- Strong communication skills with the ability to relate well to both children and adults

## **We can offer:**

- Fantastic pupils and a strong Catholic ethos
- A welcoming work environment
- A Leadership Team, Staff and Governors who are dedicated, talented and highly motivated
- A commitment to professional and personal development

- The opportunity to work with and learn from other establishments in partnership with our Trust schools in the Nicholas Postgate Catholic Academy Trust

**Closing date: Friday 8th July 2022 by 9am**

**Interview date: Tuesday 12th July 2022**

Please refer to the back cover of the applicant pack for details of how to apply.

*Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.*

# Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

**Post title:** Administration Officer

**Responsible to:** Trust Business Manager

**Grade:** E-F, SCP 6-11

## Job Purpose

To provide general and financial administrative support to the school under the direction and guidance of the Trust Business Manager.

## Main Responsibilities

### Finance, Procurement & Contract Management

- To ensure purchase order requisitioning and staff expenses claims forms are completed accurately, appropriately authorised and forwarded to the Trust's Exchequer Services team in line with the Trust's monthly financial management timetable.
- Ensuring goods received notes are checked and updated in the Trust's accounting system as soon as possible after receipt.
- Liaising with the Trust's Exchequer Services team in respect of any queries in relation to the payment for goods and services.
- Maintain stocks and supplies of curriculum/general office equipment as required by the school.
- Ensuring a school based inventory is maintained for all items of furniture and equipment for any items with an original cost of over £300.
- Completion of debtors request forms for any debt over £100 for forwarding to the Trust's Exchequer Services team to allow the recording and recovery of such debts.
- Provision of management information from the respective cashless system in operation at the school to the Trust to allow the accurate and timely posting of income from the Trust's bank account and the associated posting of this into the Trust's financial accounting system where applicable.



- The collation and provision of any information required to support school or Trust led procurement activity.
- To undertake reconciliation and accounting for educational visits / other income streams received into the school.
- To submit claims with supporting evidence for staff absence insurance reimbursements.
- To prepare monthly payroll reports in accordance with agreed timescales for review by the Trust Business Manager.
- To support school leaders and the Trust Business Manager in developing and agreeing monthly management accounts with their respective Senior Trust Finance Partner.

## Estates & Health & Safety Management, Human Resources & Governance & Risk Management

- To act in support of the Trust Business Manager in respect of any general administrative duties in the above areas.

## Marketing & Communications

- To undertake all required communications with parents on behalf of the school.
- To act as a contact point with the Trust's Marketing & Events team in respect of marketing literature, newsletters and the organisation of whole school/Trust events.

## Whole School & General Administration

- To raise school issues requiring support to the Trust's ICT helpdesk.
- To provide general administration support to the school e.g. photocopying, filing, faxing, completion of standard forms and responding to routine correspondence.
- Undertake front of house/reception duties; answering telephone, face to face enquiries, liaising with relevant staff, outside agencies and parents and visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils and liaising with staff/parents as required.
- Assist with the arrangements for planning and delivering school educational visits.

- Maintain on a timely basis manual and computerised records/management information systems.
- Produce reports / collate information as required e.g. pupil data.
- Undertake typing / word processing and other ICT based tasks.
- Sort and distribute mail.
- Provide administrative support in respect of school admissions and exclusions.
- To prepare for approval of the school census and other statutory returns in accordance with published timescales.
- To ensure all requirements to comply with GDPR requirements are built into all school based systems and procedures on an ongoing and continuous basis.
- Act as a clerk to any internal school meetings as required, taking notes to produce an accurate and timely record of business.
- To arrange room bookings and hospitality for school based meetings.

### Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

*These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the COO/HOF may determine.*

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.**

**THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE**

# Person Specification

Stage		Essential		Desirable
<b>Qualifications &amp; Education</b>	E1	NVQ Level 3 or equivalent qualification / experience in a relevant discipline	D1	First Aid qualification
<b>Experience, Knowledge &amp; Skills</b>	E2	Strong numeracy and literacy skills	D2	Experience of working in the education sector
	E3	Effective use of specialist ICT packages and other resources		
	E4	Full working knowledge of relevant policies/codes of practice/relevant legislation		
	E5	Ability to develop and improve systems		
	E6	Experience of working effectively in a busy environment with competing priorities and deadlines		
<b>Personal Attributes</b>	E7	Ability to relate well to both children, adults and other stakeholders	D3	Ability to self-evaluate CPD needs and to seek out new learning opportunities
	E8	Ability to work effectively and constructively as part of a team, understanding school roles and responsibilities and your own position within these		
<b>Special Requirements</b>	E9	An understanding of the Catholic ethos of NPCAT		
	E10	An understanding of safeguarding and child protection requirements		



## How to Apply

Application form and further information is available from:

[npcat.org.uk/current-vacancies](http://npcat.org.uk/current-vacancies)

Applicants should complete and return a **Support Staff Application Form, Recruitment Monitoring Form and Consent to Obtain References** to: [recruitment@npcat.org.uk](mailto:recruitment@npcat.org.uk)

**Job Description:** This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification:** This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Lisa Marron, Head of Finance by email at [marron.l@npcat.org.uk](mailto:marron.l@npcat.org.uk)

Thank you for your interest in NPCAT. We look forward to receiving your application.

