



Appointment of Administrator

37 hours per week, term time plus 5 training days
Grade N4: Actual Salary Range £16,800 to £17,828
Permanent, Required ASAP

Closing Date: 7 October 2022



Kenton School, Drayton Road, Newcastle upon Tyne, NE3 3RU, Telephone: 0191 214 2200.
Email: human.resources@kenton.newcastle.sch.uk



Introduction from the Principal

Dear Applicant

Appointment of Administrator

At Kenton we are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We are seeking applicants to join our administrative team to co-ordinating the student provision for students who need help in overcoming barriers to learning and developing their potential by raising standards of behaviour for learning.

We are looking for candidates with excellent communication skills, both written and oral and outstanding organisational skills with the ability to prioritise a diverse workload to meet deadlines. Most importantly, the right candidate will have an interest in working in an environment where children are at the heart of everything we do.

As part of the administration team, the role will involve ensuring all stages of the consequence/behaviour system are completed systematically. This will include logging, monitoring and reporting on behaviour data, updating and maintaining the Schools Information Management System (SIMS), typing, reprographics, arranging school events and reception/telephone duties as required. The role will also include working with students supervising at break and lunchtimes and first aid duties.

Candidates must possess excellent organisation and time management skills, together with the ability to prioritise to meet deadlines

If you have the skills, commitment and enthusiasm to succeed in this role, we want to hear from you. In return we can offer you,

- Access to the Local Government' Pension Scheme
- Salary sacrifice schemes including Car Sacrifice, cycle to work and childcare voucher schemes
- Free on-site parking
- Free gym access at Kenton School

We look forward to receiving your application.

Yours sincerely



Bill Jordon CBE
Principal



Administrator



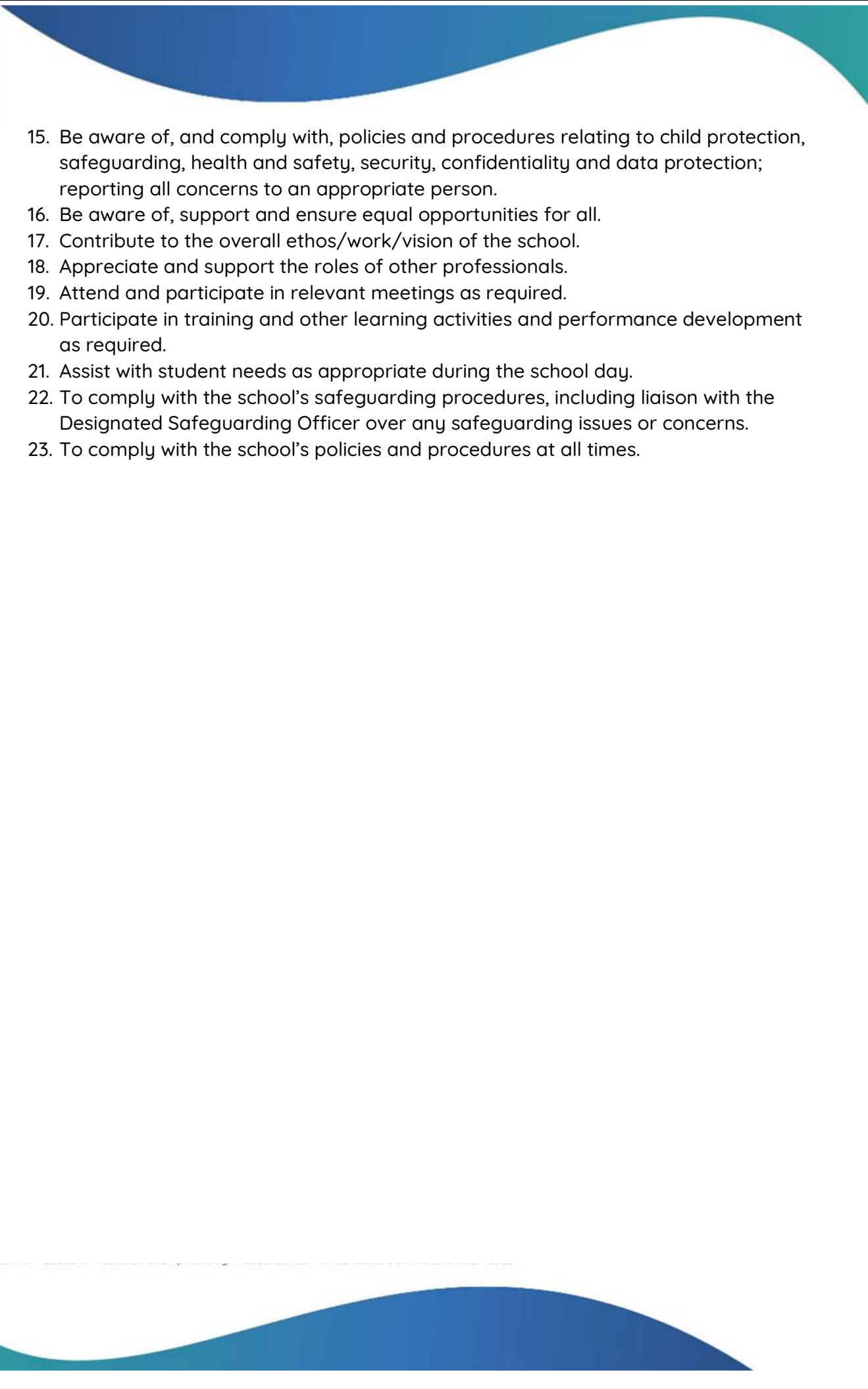
Job Description

Grade:	N4 (subject to evaluation)
Responsible to:	PA to Principal
Job Purpose:	Under the direction of senior staff, co-ordinate the student provision for students who need help in overcoming barriers to learning and developing their potential by raising standards of behaviour for learning.

Main Responsibilities:

The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type may be required from time to time.

1. To be the first response for everyday student problems
2. To investigate reported incidents of behaviour
3. To contact parents informing them of individual students' behaviour, Consequences or exclusions as part of effective lines of communication between the school and home.
4. To liaise with the relevant staff on actions to be taken.
5. To administer appropriate sanctions.
6. Supporting parents and students in crisis, liaising with identified personnel.
7. To arrange for units of work and / or specific skills development with individual students to be provided
8. To monitor the behaviour and progress of these students.
9. Organise and provide appropriate work and supervision to these students and be responsible for them until an appropriate member of staff is available.
10. To co-ordinate C5's, liaising with parents, students and staff.
11. To liaise with parents, outside agencies, education welfare and the police with regard to confidential sensitive information and complex issues.
12. To provide information, reports and analysis on student behaviour.
13. To maintain the Consequences Room to ensure it provides an appropriate environment for students.
14. Promote and safeguard the welfare of children and young persons you are responsible for, or come into contact with.

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15. Be aware of, and comply with, policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection; reporting all concerns to an appropriate person.
 16. Be aware of, support and ensure equal opportunities for all.
 17. Contribute to the overall ethos/work/vision of the school.
 18. Appreciate and support the roles of other professionals.
 19. Attend and participate in relevant meetings as required.
 20. Participate in training and other learning activities and performance development as required.
 21. Assist with student needs as appropriate during the school day.
 22. To comply with the school's safeguarding procedures, including liaison with the Designated Safeguarding Officer over any safeguarding issues or concerns.
 23. To comply with the school's policies and procedures at all times.



Administrator

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Excellent literacy and numeracy skills, i.e. a level 2 qualification in Mathematics and English or be able to offer evidence of commensurate experience.
2	Willing to obtain and/or enhance qualifications and training for development in the post
3	Experience and knowledge of issues affecting students and young people and how to offer supportive assistance
4	Experience of using Microsoft Offices packages
5	Excellent Communication and Listening Skills
6	Excellent Organisational skills and Time Management, to ensure that all stages of the Consequence system are completed and followed systematically.
7	The ability of operate with absolute discretion and confidentiality at all times.
8	Ability to build effective working relationships with students and colleagues at all levels.
9	A strong commitment to Trust values and Ethos
10	Commitment to support the Trust's agenda for safeguarding and equality and diversity
11	A flexible approach and strong work ethic

Desirable

10	Experience working in a school sector
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Part B: Assessment Stage

Items 1 – 7 of the above criteria will be further explored at the assessment stage in addition to the criteria listed below:

Essential

1	Effective oral communication and presentation skills.
2	Ability to persuade, influence and gain co-operation.
3	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none">▪ motivation to work with children and young people

	<ul style="list-style-type: none"> ability to form and maintain appropriate relationships and personal boundaries with children and young people emotional resilience in working with challenging behaviours attitude to use of authority and maintaining discipline.
4	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.
5	Willing to take part in out-of-hours activities.

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Task	Yes

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service including Children's Barred List check*
2	Additional criminal record checks if applicant has lived outside the UK
3	Medical clearance
4	A minimum of two references from current and previous employers (or education establishment if applicant not in employment)
5	Proof of qualifications as outlined on application form

* This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021. All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

Additional Information for Applicants

Terms and Conditions

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions set by Northern Leaders Trust.

Working Hours

The working hours for this post are 37 hours per week. Normal working hours are 8.00 am to 4.00 pm Monday to Thursday and 8.00 am to 3.30 pm on Fridays, with a 30 minute unpaid lunch break each day. The post is term time only which equates to 38 working weeks per year. In addition, staff will be contracted to work 5 additional training days (allocated at the start of each year – one or more of which will be disaggregated into ‘twilight’ evening sessions)

Annual Leave Entitlement

As this is a term time only post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.74 weeks pay (24 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years’ continuous local government service, and 6.57 weeks pay (28 days plus 8 public holidays pro rata) for staff with 5 years’ or more continuous local government service.

Pay and Grading

The grade of the post is N4, equivalent to local government pay spine points 5-8, with current corresponding salary of £19,650 to £20,852 pa. Incremental progression through the pay range takes place on 1 April each year until the top of the grade is reached. The actual salary for this post, term time and including annual leave entitlement as outlined above and 5 training days is as follows:-

Less than 5 years’ continuous local government service:	£16,800 to £17,828 pa.
5 or more years’ continuous local government service:	£17,099 - £18.145 pa

New entrants to Northern Leaders Trust are subject to a six-month probationary period. Where 1 April falls within the six-month probation, the first increment is paid on 1st month following successful completion of that six-month probationary period.

Employment Status

This post is a permanent role.

Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers in our schools to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.



Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info

Application Process

Candidates can apply by downloading a Word version application from our website ks.northernleadertrust.org which can be returned by email to hr@northernleadertrust.org

Closing date: 12.00 Noon 7 October 2022

