



APPLICANT PACK

# School Administration Assistant

*Trinity Catholic College*

*Middlesbrough*

# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of School Administration Assistant. Although we are a catholic trust we welcome both staff (and pupils) from all faiths to join our family of schools.

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.



Applicants should return their application forms to [morris.k@npcat.org.uk](mailto:morris.k@npcat.org.uk) by the **closing date, Monday 17th April 2023, 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 Kathryn Morris, Trust Business Manager at [morris.k@npcat.org.uk](mailto:morris.k@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

# Job Advert

<b>Required:</b>	As soon as possible
<b>Salary:</b>	Grade C/D, SCP 4-5 (Actual salary £18,226 - £18,558)
<b>Hours:</b>	37 hours per week, Term Time Only plus 1 week
<b>Contract Type:</b>	Permanent
<b>Location:</b>	Trinity Catholic College, Lacy Road, Middlesbrough, TS4 3JW

Nicholas Postgate Catholic Academy Trust wishes to appoint a dedicated and highly motivated School Administration Assistant to provide general and financial administrative support in Trinity Catholic College's busy school office.

Trinity Catholic College is part of the Nicholas Postgate Catholic Academy Trust, a family of 37 schools, and a vibrant Sixth Form College. With more than 14,000 students and 2,000 staff, NPCAT is now one of the largest multi-academy trusts in the UK.

The successful candidate will be qualified to an NVQ 2 or equivalent experience and have excellent communication and organisation skills.

## **The role will involve:**

- Routine clerical support to the school
- Front of house/reception duties
- Typing/word processing and other ICT based tasks
- Maintaining manual and computerised records/management information systems

## **The successful candidate will:**

- Have strong numeracy and literacy skills
- Have experience of working in a busy office environment
- Work effectively and constructively as part of a team

## **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: Monday 17th April 2023, 9am**

**Interview date: W/C 24th April 2023**

Please refer to the back cover of the application pack for details of how to apply for this position.

*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:** School Administration Assistant

**Grade:** C/D SCP 4-5

**Responsible to:** Trust Business Manager

## 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

- Maintain stocks and supplies of curriculum/general office equipment as required by the school.
- To undertake financial and general administration for school activities such as transport, student services, educational visits / other income streams received into the school.
- To produce lists and information as required from management information systems.

### Whole School & General Administration

- To raise school issues requiring support to the Trust's ICT helpdesk.
- To provide routine clerical 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 school visitors e.g. photographer, school nurse.

- Maintain on a timely basis manual and computerised records/management information systems.
- Undertake typing/word processing and other ICT based tasks.
- Sort and distribute mail.
- Operate relevant ICT packages in support of duties (Microsoft, Internet, MIS, Databases).
- To provide personal administrative support to the Head Teacher and other nominated leaders e.g. diary management, dealing with correspondence, answering the telephone, photocopying and dealing with initial queries.
- To arrange room booking 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 2 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	Use of relevant office based systems and equipment		
	E5	An understanding of policies and procedures relevant to the role		
	E6	Experience of working in a busy office environment		
<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		

# Why work for us?

The Nicholas Postgate Catholic Academy Trust family of 32 primary schools, five secondary schools, promotes the dignity, self-esteem and development of every one of our pupils and staff.

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation. Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

Situated in Teesside, North Yorkshire and the City of York, 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.

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 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

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





## How to Apply

Application form and further information is available from:

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

Applicants should complete and return a **Support Staff Application Form and Recruitment Monitoring Form** to: [morris.k@npcat.org.uk](mailto:morris.k@npcat.org.uk)

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

**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 Kathryn Morris, Trust Business Manager at [morris.k@npcat.org.uk](mailto:morris.k@npcat.org.uk)

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

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

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