



**North East
Learning Trust**

**Administrative Assistant
Teesdale School and Sixth Form**
Applicant information pack

Administrative Assistant

Permanent
37 hours per week
Term Time only
Grade 2 SCP4 – SCP6
£23,114 - £23,893 per annum FTE
Actual Salary £19,962.09 - £20,634.86 per annum

Teesdale School and Sixth Form is a part of the North East Learning Trust and is seeking to appoint an Administrative Assistant to join our dedicated team.

We have 700 children across Key Stages 3 and 4 and Post-16. Our small size means that you can really get to know your students; know who they are; their aspirations, ideas, talents and dreams, bringing out the best in them, helping to champion their ambitions and giving them a great start in life. Teesdale School is a place where traditional values of kindness, respect and hard work take precedence.

Our Administration Assistants are responsible for the day-to-day administration and delivery of the school office procedures, and to provide a flexible and responsive administration and reception service to support all staff, pupils and the wider school community.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We will offer you:

- National Terms and Conditions of Employment
- Local Government Pension (for support staff) Scheme
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

The successful candidate will:

- Hold GCSE qualifications, grade A* - C/9 - 4 in English and Maths (or equivalent).
- Have experience of working in an administrative environment
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have a flexible approach to work.

Deadline: 23rd November 2023

Interviews taking place week commencing 28th November 2023.

How to apply:

Application packs can be downloaded from our website.

Application forms should be returned to karen.watson@teesdaleschool.co.uk or by post to Karen Watson, Support Services Manager, Teesdale School, Prospect Place, Barnard Castle, DL12 8HH. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.

Job description

Post title: Administration Assistant
Responsible to: Office Manager
Responsible for: An effective service and delivery of the administration function
Salary Band: Grade 2, SCP4 – 6, Term time only,
Hours: Mon – Thu 8:00 – 4:00, Fri 8:00 – 3:30

JOB PURPOSE:

Responsible for the day-to-day administration and delivery of the school office procedures, and to provide a flexible and responsive administration and reception service to support all staff, pupils and the wider school community.

Duties and responsibilities:

- To act as first point of contact and deal effectively with all reception matters involving visitors, parents, carers, students and staff.
- To direct telephone calls to the appropriate people and deal with enquiries in a professional and efficient manner.
- To monitor office emails, forwarding to appropriate staff as required
- To ensure all incoming and outgoing post is dealt with appropriately
- To monitor security and ensure that visitors are dealt with appropriately.
- To arrange Hospitality where required for guests and meetings.
- To use the text messaging service to communicate with parents when requested
- To ensure the secure storage of student medication and monitoring of expiry dates.
- To assist with student welfare, administering First Aid and medication in line with school policies, liaising with parents/staff where appropriate, overseeing and ordering replacement First Aid supplies.
- To oversee the lost property process

Finance

- To maintain the Proactis system and deal with any discrepancies, including placing purchase orders, check deliveries.
- To deal with returns, credit notes and refunds.
- To deal with BACS request, completing required elements of the form.
- To liaise with and submit all required paperwork to Shotton Hall finance team regarding invoices and purchase card orders.
- To book cost effective transport for school trips.
- To use School Cash Office e.g. setting up school trips, transferring/banking money and maintaining/updating system communication processes
- To bank dinner money and School Cash Office money via G4S.
- To update the Pupil Premium funding tracker

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



Person specification

ADMINISTRATION ASSISTANT

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> 4 GCSE's 9-5 (A*-C) or equivalent to include English and Maths 	<ul style="list-style-type: none"> NVQ 2 in Business Administration or equivalent qualification in a relevant discipline First Aid qualification (or willingness to undertake) Evidence of typing qualifications or experience
Experience	<ul style="list-style-type: none"> Experience of working in an administrative environment 	<ul style="list-style-type: none"> Relevant experience in a school/education setting Experience of working in a financial environment
Aptitude and skills	<ul style="list-style-type: none"> Good literacy/numeracy skills Ability to use relevant office equipment effectively Excellent communication skills, (verbal and written) Good IT skills – ability to use relevant ICT applications e.g MS Word, Excel Ability to work as a team Ability to follow instructions and work to deadlines 	<ul style="list-style-type: none"> Knowledge of school information and financial systems e.g Sims
Personal qualities	<ul style="list-style-type: none"> Self-motivated Ability to work under pressure Ability to maintain high levels of confidentiality 	



References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.

