



Level 3 Academy Administrator Apprentice Dormanstown Primary Academy

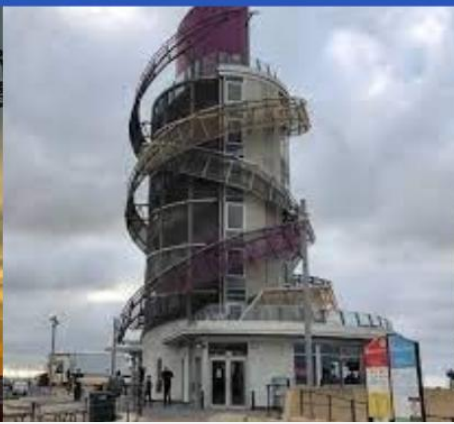
————— *'To transform children's life chances.'* —————

Job Ref: DPA397



**TEES VALLEY
EDUCATION**

www.teesvalleyeducation.co.uk



Introduction

Tees Valley Education's foundation and journey to date

Tees Valley Education Multi-Academy Trust (TVEd) was established in 2015, building on five years of successful collaboration between Brambles and Pennyman Primary Academies. This partnership laid the foundation for a trust committed to excellence in education and community impact. Later that year, Dormanstown joined the trust, further strengthening its reach and capabilities. In 2018, Wilton Primary Academy became part of the trust, marking another significant milestone in its growth.

That same year, TVEd proudly opened Discovery Special Academy, the first free school in Middlesbrough, providing tailored education to children with special educational needs. In August 2022, Discovery Special Academy transitioned into a state-of-the-art, purpose-designed building, enabling the expansion of its provision to include secondary-age children.

2025 is a milestone year for the Trust as it proudly marks its 10th anniversary. Over the past decade, the Trust has dedicated itself to fostering positive change and making a meaningful impact in the community. This special anniversary offers an opportunity to reflect on its achievements, celebrate the partnerships and support that have made them possible, and renew its commitment to building a brighter future. The Trust looks forward to continuing its journey towards leaving a 100-year legacy of innovation, growth, and service for generations to come.



Letter From Katrina Morley OBE

- Chief Executive Officer
Tees Valley Education Trust



Dear Applicant,

Thank you for expressing your interest in joining Tees Valley Education Trust.

At Tees Valley Education Trust, we hold a steadfast belief that excellence is a birthright. Every child, regardless of their circumstances, deserves access to a world-class education. Our academy Head Teachers operate in an atmosphere of trust, honesty, and integrity, underpinned by an unwavering commitment to excellence for all children and young people. As a Trust, we embrace a philosophy of “no excuses or barriers” in education, ensuring that every child has the opportunity to thrive.

Our academies are located in areas of significant deprivation, and we are passionately committed to the transformative power of education in changing lives. By joining us, you will become part of a brilliant and dedicated team. Across our Trust, all staff—regardless of role—work together with a shared vision: to transform children’s life chances.

We are equally committed to supporting our staff. At Tees Valley Education Trust, we ensure that our leaders and teachers have the time and resources to fulfill their professional duties and responsibilities. We offer a vibrant, supportive, and friendly atmosphere where you will be encouraged to develop both personally and professionally.

Enclosed with this recruitment pack, you will find the job advert, job description, person specification, safeguarding information, and guidance on how to apply. If you wish to apply, please ensure that you complete the application form in full. Kindly note that we do not accept curriculum vitae; only information provided in the application form will be considered.

Thank you once again for considering a position with Tees Valley Education Trust. We look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Katrina Morley', written in a cursive style.

Katrina Morley OBE
Chief Executive Officer
Tees Valley Education Trust

Strategic Partners

The Trust is committed to excellence and innovation, we therefore, invest heavily in a range of strategic partnerships. These are designed to:

- Maximise progress and entitlement of all children and young people
- Support continuous staff development
- Offer community and social impact, at scale
- Collaborate with and engage in a range of research and learning partnerships
- Lobby, influence and contribute to regional and national policy
- Contribute to a 100-year legacy around the Trust USP's – SEND & Inclusion, The Arts and STEM



PTI



Schools
North East



SSAT



Teesside
University



Ambition
Institute



IQM

CHARTERED
COLLEGE OF
TEACHING

Chartered
College of
Teaching



Fair Education
Alliance



Apple



PIXL



Whole
Education



Forum
Strategy

View all [Strategic Partners here](#)

Mission & Values

Mission

Our mission is to deliver educational excellence for all of our children by fostering a culture of creativity, curiosity, care, courage and commitment.

Vision

'To transform children's life chances'



Diamond Standards



Commitment

To be dedicated, hard working and always try our best.



Courage

To be adventurous, bold and brave



Care

To be kind to ourselves, each other and our



Curiosity

To be inquisitive, excited and explore



Creativity

To use our talents to imagine, innovate and

TVEd Staff Charter

ADVERTISEMENT

Required: September 2026

Salary: GOVT rates

Hours: 37 hours per week, term time only + 3 weeks

Tees Valley Education are seeking to recruit a suitably qualified and experienced level 3 Academy Administrator Apprentice to primarily work at Dormanstown Primary Academy. Tees Valley Education is extremely proud of the high-quality provision it offers all children 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 our Primary Academies 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, and provide a friendly, welcoming and professional service.

Whilst the appointment is based primarily at Dormanstown 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' and you will part of a wider team across the two academies and the Trust as a whole.

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 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 increasingly complex reception/visitor matters
- Contribute to the planning, development and organisation of support services systems/procedures/policies
- Organise academy trips/events etc

ADMINISTRATION

- Maintain manual and computerised record/information systems
- Support with analysing and evaluating 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 Board
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc. including those to outside agencies e.g. DfE

RESOURCES

- Operate relevant equipment/complex ICT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- 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
- Support administration of facilities including use of academy premises
- 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 post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust 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 line manager.

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 2 qualification in administration or equivalent	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 maintaining efficient and accurate records.	A, I	E
Experience of managing database systems.	A, I	D
Experience of school based systems, including Arbor	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	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
Thorough knowledge of Microsoft Office (Word, Excel & PowerPoint).	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.) Using standard English and ensuring grammatical accuracy	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 cash handling and banking procedures.	A, I, R	D
Knowledge of school policies and procedures.	A, I, R	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

Important: In the first instance, applications are assessed against the criteria listed above, in addition to overall presentation, use of standard English and grammatical accuracy.

Where applications do not meet the expected standard, they will be rejected before being matched to the person specification.

HOW TO APPLY AND EXPLANATORY NOTES OF THE PROCESS

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.

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 applications, 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.

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 and return to recruitment@tved.org.uk CVs will not be accepted.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including DBS checks. Candidates should be aware that all posts in Tees Valley Education involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

UK General Data Protection Regulation

Refer to our privacy policy on how we will process your personal data including how you can request to access your personal data via Tees Valley Education website:

<http://www.teesvalleyeducation.co.uk>

Dormanstown Primary Academy Information

Dormanstown Primary Academy is an inclusive thriving learning community of 270 pupils aged 3-11. Our context is challenging, serving an area of socio-economic deprivation with a high proportion of children who are eligible for pupil premium. Within our provision, we have 35 High Needs places for children with complex learning needs from across Redcar & Cleveland.



Our children are entitled to an excellent education; we ensure children have the essential knowledge, learning dispositions and key values to embrace the opportunities and challenges they encounter to go out into the world and make a difference to their own lives and that of others. We achieve this through expert teaching routed in cognitive science and underpinned by:

- A positive climate and routines for learning
- A well-sequenced, knowledge rich curriculum
- Planning for learning rather than performance
- Responsive teaching and effective feedback approaches
- Explicit teaching to extend and enrich vocabulary learning to address language development and the word gap
- A commitment to continual development by all staff



We have a shared understanding that 'Learning is a persistent change in the long-term memory'. Using Trust plans as a starting point, teachers at Dormanstown plan clear sequences of learning which address and activate prior knowledge, introduce new knowledge in granular steps and make meaningful connections between old and new learning. This includes how to use spaced retrieval to ensure information is regularly revisited to enable the information to move from the working to the long term memory.

Our responsive teaching approach to feedback ensures we are constantly consulting and co-constructing learning with our pupils. Pupils are encouraged to be independent and teacher's assessment for learning is pivotal in this process.



The recent relaunch of our school logo in collaboration with our whole community ensures our children display learning behaviours underpinned by our core values: 'aspiration, inspiration, collaboration and celebration', creating a nurturing environment that enables children to be successful learners.

Our children have excellent learning behaviours, are eager to learn and are supported by a team of hard-working and dedicated staff. The children of Dormanstown Primary are

happy learners, who work hard to reach the challenges set by their teachers.

We work as part of Tees Valley Education, a Trust that has been operating since September 2015. We work very closely with our partner academies: Brambles, Pennyman, Wilton and Discovery. This gives us the opportunity to develop best practice and deliver improved outcomes for our children. It also allows us to ensure that all our staff receive high quality CPD to support them in achieving their professional goals.

Our vision for Dormanstown is ambitious, and presents a significant challenge, but we are already a long way into this journey. With inspirational pupils who share a love of learning, a passionate staff team and the resources of the Tees Valley Education Trust professionals, we ensure that our children set aspirational goals, inspire one another, collaborate and celebrate together.





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