

Level 3 Administrator

Dormanstown Primary Academy

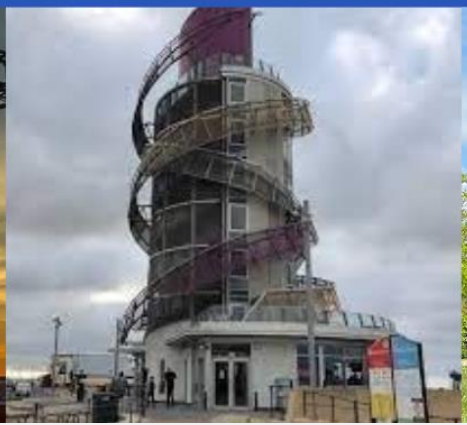
'To transform children's life chances.'

Job Ref: DPA412

TEES VALLEY EDUCATION
www.teesvalleyeducation.co.uk

INSPIRATION ASPIRATION COLLABORATION CELEBRATION
DORMANSTOWN PRIMARY ACADEMY







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,

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

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 communities.

Curiosity

To be inquisitive, excited and explore.

Creativity

To use our talents to imagine, innovate and inspire.

TVEd Staff Charter

- Complimentary refreshments for staff
- Free annual flu vaccination available for all staff upon request
- Trust and academy deadlines are publicised well in advance
- Sensible pragmatic approach to data collections
- Dedicated planning, preparation and assessment (PPA) for all teaching staff
- Wellbeing service free for all staff including counselling, life style support and medical referrals
- Dedicated space for teaching and learning
- Open door policy
- A range of staff social, sports and fun sessions including team celebrations
- Opportunities for professional development through excellent CPD support
- Constructive and research based approach to drop ins and lesson observations within a learning community
- Communication policy to protect time outside of the academy
- On site parking
- End of term team celebration events
- Diamond Standards to celebrate all staff who have excelled in one if not all of the 5C's
- Dedicated staff room and facilities
- Always well informed with all elements of school life through regular communications
- Staff are recognised for their over and above contribution they make in line with existing policies

ADVERTISEMENT

Status: Permanent
Required: As soon as possible
Salary: Scale Point NJC 8 – 11 £27,709 - £29,070 (actual salary for weeks worked £25,169 – £26,405)
Contract Hours: 37 Hours per week, term time only plus 3 weeks
Reporting to: Executive Head Teacher and Senior Academy Business Manager

About the Trust

The Trust was established in 2015 and provides education and enrichment activities to more than 1100 children across five Academies, located in Middlesbrough and Redcar and Cleveland local authority areas. Academies within the Trust are:

- Brambles Primary Academy (2 to 11 years),
- Discovery Special Academy (2 to 16 years),
- Dormanstown Primary Academy (2 to 11 years),
- Pennyman Primary Academy (2 to 11 years), and
- Wilton Primary Academy (3 to 11 years).

The Academy Administrator is responsible for overseeing the daily administration of the academy office. They are also responsible for all administrative, admissions and organisational processes within the academy, always maintaining confidentiality. To assist with all the planning and development of administration processes. To also provide assistance to the academy's office manager, Senior Academy Business Manager, leadership team, notably the academy's Executive Headteacher.

About the role we are looking to appoint:

We are looking to appoint a dedicated, experienced administrator, who is confident, strong communicator and team worker to provide operational support to the academy. The role will also be required to support the academy leadership team including the Senior Academy Business Manager on all day to day aspects relating to the operational running of the academy.

What we are looking for:

We are looking for someone who is positive, solution focussed and has strong communication, interpersonal skills and can provide an excellent customer service experience to all. The role will require the post holder to liaise directly with a range of stakeholders internally and externally including academy leadership team and Trust personnel.

What the Trust will provide the successful candidate with:

- A workplace where all staff are valued and treated with respect as outlined within the Trust's Diamond Standards
- A passionate, enthusiastic and supportive Leadership Team
- A listening and learning organisation where all staff are encouraged to be curious and share ideas for the Trust/academies/team to improve
- Hard working, committed and dedicated staff who strive to gain the best outcomes for all children across the Trust's academies
- Dedicated approach to children's learning to encourage them all to be the best they can be
- Career enhancement opportunities within areas of interest as well as supporting ongoing professional development and training specific to job role
- Dedicated line manager to discuss work streams and capacity
- Free access to the Trust's Wellbeing offer, which includes counselling, access to GP, Mindfulness and so much more.
- Free parking
- Enrolment into the local government pension scheme with employer contribution of 17.5%.
- All support contracts are employed on National Joint Council (NJC) for local government services (also known as Green book)
- Benefits of the **Trust's Staff Charter which can be found at TVED Staff Charter.**

Safeguarding requirements for the role:

Tees Valley Education Multi Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

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. The Trust's Recruitment of Ex-Offender policy can be requested or visit the Trust's website.

Applications are invited from prospective candidates who demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an outstanding team and help continue the journey towards excellence.

JOB DESCRIPTION – LEVEL 3 ADMINISTRATOR

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 complex reception/visitor matters
- Contribute to the planning, development and organisation of support services
- Follow agreed systems/procedures/policies
- Organisation of academy trips/events, etc.
- Place orders from requisition request to goods received, and process resources ensuring timely delivery to staff
- Support, train and develop staff as appropriate.

ADMINISTRATION

- Manage and 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
- Undertake the administration of personnel systems

RESOURCES

- Operate relevant equipment/complex ICT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage uniform/snack/other 'shops' within the academy
- 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 the administration of facilities including use of academy premises
- Undertake complex financial administration procedures
- Assist with planning, monitoring and evaluation of budget

SAFEGUARDING

- All staff must adhere to the Trust's safeguarding training (appropriate for job role) including policies, procedures, latest Keeping Children Safe in Education guidance and Working Together to Safeguard Children DfE 2018.

ADDITIONAL RESPONSIBILITIES

- The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations. These may include:
- to work flexibly between the hours of 8am and 6pm including weekends.
- to work across the Trust if required.
- to undertake additional training e.g. first aid, Positive Handling.

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

Qualifications and Experience	AM	E/D
NVQ Level 3 or above in administration or relevant equivalent in this discipline	A	E
GCSE Grade C/4 or above in English and Mathematics	A	E
Previous administrative experience	A	E
Level 3 or above in administration or relevant equivalent in this discipline.	A	E
Experience of using ICT Microsoft packages, word/excel	A/I	E
Experience of managing management information systems (MISs)	A/I	E
Experience of maintaining efficient and accurate records	A/I	E
Experience of working in an education setting and using school-based systems, including SIMS.	A/I	D
Experience of financial procedures and cash management and associated procedures	A/I	D

Knowledge, Abilities and Skills		
Excellent organisational skills and the ability to work methodically and collaboratively to ensure deadlines are met	A/I	E
Ability to prioritise workload, meet deadlines and manage own time effectively	A/I	E
Excellent oral and written communication skills including preparing PowerPoint presentations	A/I	E
Self-motivation and ability to use initiative	A/I	E
Demonstrable negotiating and problem-solving skills	A/I	E
Excellent interpersonal skills and a caring attitude towards pupils, colleagues and parents	A/I	E
Commitment to and understanding of Equal Opportunities and Child Protection	A/I	E
Ability to maintain all aspects of confidentiality at all times	A/I	E
Ability to assimilate, analyse and action information from a variety of sources	A	D
Knowledge of financial management and reporting	A	D
Understanding of Health & Safety issues relevant to the post	A	D
Understanding the importance of confidentiality and an appreciation of the implications of the UK GDPR and the Data Protection Act	A	D
Personal qualities		
Have an enthusiastic and positive attitude towards their work and the Trust's objectives	A/I	E
Self-motivated and ability to use own initiative	A/I	E
Being solution focused with a friendly 'can do' attitude	A/I	E
To be resourceful and creative	A/I	E
Ability to work flexibly and co-operatively within a team	A/I	E

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

An application form is attached below. Application packs can be downloaded or printed directly from the Trust website www.teesvalleyeducation.co.uk or requested from the academy. Only applications via the Trust's official application form will be accepted. Please do not submit a CV as substitute for part or full application form, the information will not be accepted or considered.

If you are submitting your completed application form by e-mail to TVEDormanstown@tved.org.uk - please be aware the academy cannot be responsible for any formatting anomalies when printing. If you are unable to submit an electronic application form, hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of Karen Oliver, Senior Academy Business Manager.

Dormanstown Primary Academy
South Avenue
Redcar
TS10 5LY

Shortlisting Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Shortlisted candidates will receive:

- Letter confirming interview details.
- Details of original ID documentation is required to confirm candidates. Photocopies or certified copies are not accepted.
- Criminal Record Self-Declaration Form, which must be brought on the day of the interview in the sealed envelope provided.

References for successful Candidate/s

We may seek references for shortlisted candidate/s, we may also approach previous employers for information to verify particular experience or qualifications before the interview. Finally, we may also undertake a social media search in accordance with Keeping Children Safe in Education guidance. Any relevant issues arising from references will be taken up post interview.

Interview process

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

For your information, the recruitment timetable is detailed below:

Closing date: Monday 14th December 2026 12pm

Shortlisting date: Monday 14th December 2026 pm

Interview date: Wednesday 16th December 2026

Contract Start Date: as soon as possible

EQUALITIES INFORMATION AND OBJECTIVES STATEMENT

As an academy we ensure that our vision, values and ethos meet the expectations of the equality and diversity guidelines and legislation set out by the Equality and Human Rights Commission. This includes the following 9 protected characteristics:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnerships
- Pregnancy and Maternity
- Race
- Religion or belief
- Sex
- Sexual Orientation

Objectives Statement

- To support children's sensory, academic and communication skills to enable them to develop holistically.
- To ensure high expectations across all aspects of the academy (as outlined in objective 1) to ensure children make the best progress according to their individual starting points.
- To continue to monitor attendance of all groups of children in the academy.
- To review levels of parental and pupil engagement in learning and academy life, across all activities and ensure equality and fairness in access and engagement.
- To ensure the academy environment is as accessible as possible to pupils, staff and visitors

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