



South Bank Primary School

Level 3 Administrator

**Recruitment Pack
September 2019**

WELCOME MESSAGE

Dear Applicant,

May I take this opportunity to thank you for expressing an interest in applying for our vacancy for an Administrator at South Bank Primary School.

If successful, you will be joining an outstanding team, who are driven to ensure that our pupils achieve the highest possible standards and foster a love of learning.

As a school, we all work together to ensure it is a happy and thriving place for all. We place great value on collaboration and being open to development is essential. If you want to be the best you can be, we encourage you to apply.

The school is committed to safeguarding and promoting the welfare of children and families. Satisfactory completion of employment checks will be undertaken before any appointment is confirmed, please refer to the enclosed information.

If you have any additional questions or require special arrangements at any of the recruitment stages, please contact the school office.

Please ensure that you read all the instructions for applying very carefully and complete the application form in full. Please do not attach any supplementary documents, as the application form is the only document we consider.

We look forward to receiving your application.

Regards,

Miss T Cooper
Head Teacher

ADVERTISEMENT

POST: Level 3 Administrator

Grade: NJC Grade C SCP 5-6

Salary: £18,795-£19,171 pro rata (actual £13,224.66-£13,489.22)

Hours: 10.00am to 4.30pm Monday to Friday - Term Time plus PD Days

Reporting to : School Business Manager

Advert Date: Friday 13th September

Visits: Tues 17th, Weds 18th, Thurs 19th September 2019

Closing date: 4.00pm Wednesday 25th September 2019

Short Listing Date: Thursday 26th September 2019

Interview Date: Thursday 3rd October 2019

Required for: November 2019

Following the retirement of the previous postholder, we are looking to appoint a level 3 school administrator to work alongside the existing team in our busy but friendly school. As a school we are forward thinking and passionate about improving the life chances for our children and the administrative team work closely with senior leaders and staff to ensure staff, pupils and parents are provided with professional and efficient support services. This an exciting opportunity to join a school at the heart of the South Bank community and make a difference to the lives of children and families within our area.

Duties will include:-

- Dealing with staff, parents and pupils face to face and on the telephone
- Providing general administrative and clerical support
- Maintaining information systems and producing and checking reports
- Managing pupil attendance systems
- Undertaking routine financial administration processes

What we can offer:

- Enthusiastic, friendly and well-behaved children.
- Hard-working, friendly, colleagues.
- Support for your future through quality professional development opportunities.
- The opportunity to work as part of an ambitious and forward-thinking administrative team.

The school office is an extremely busy place 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. You will need to be approachable and have good communication skills.

You will have good numeracy and literacy skills and you must have a NVQ level 3 or above in a relevant discipline.

Experience of using ICT Microsoft packages such as word, excel and email is required. You will also have experience of maintaining efficient and accurate records and working effectively as part of a team. Previous experience of working in a school office and an understanding of school-based systems such as SIMS, Evolve and Parentmail is an advantage.

South Bank Primary School is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

Application packs can be downloaded or printed directly from the Job Vacancy tab on the school website, from the North East Jobs website or requested from the school. Only applications on school's official application form will be accepted.

You are welcome to visit the school to find out more on one of the following dates:

- Tuesday 17th September at 4pm.
- Wednesday 18th September at 4pm
- Thursday 19th September at 4pm

Please telephone the school office on 01642 453451 to make an appointment to visit.

JOB DESCRIPTION

Post Title:	School Administrator
Payscale:	NJC – Grade C SCP 5-6 (pro rata) Actual Salary £13,224.66-£13,489.22) per annum
Responsible to:	School Business Manager
Job Purpose:	To provide professional and efficient support services to school staff, pupils, parents and other agencies.

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 and level may be required from time to time.

LEVEL 3: Under the guidance of senior staff: provide general administrative/financial support to the school.

The school.

TASKS

Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist in arrangements for school trips, event etc.

Administration

- Provide general/clerical admin support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Assist in the management of manual and computerised records/information systems
- Analyse and evaluate data/information and produce reports/information/ data as required
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Assist in administrative and organisational support to the Governing Body
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Assist in the completion and submission of forms, returns etc., including those to outside agencies e.g. DfES
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist in the monitoring and planning evaluation of the budget as required
- Assist in the managing of uniform/snack other 'shops' within the school
- Show a duty of care and take appropriate action to comply with health and safety requirements at all times
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

PERSON SPECIFICATION

Shortlisting is a 2 stage process - Applications are initially assessed against the following criteria:

1. Overall presentation and completeness of application
2. Use of standard English
3. Grammatical accuracy

Applications that meet the initial criteria will be shortlisted against the Person Specification

QUALIFICATIONS

GCSE Grade C/4 or above in English and Mathematics	E
NVQ level 3 or above in administration or relevant equivalent in this discipline	E
Professional training/certification in School Administration	D
Desire to develop in the role and attend further training/development opportunities	D

EXPERIENCE

Previous experience in an administrative role	E
Experience of maintaining accurate records	E
Experience in using Microsoft packages ie Word, Excel and Outlook	E
Experience of working collaboratively within a team	E
Experience of maintaining database systems and websites	E
Experience of using schools based IT systems – e.g SIMS, Evolve, Parentmail, CPOMS	D
Experience of financial procedures – ordering/invoicing	D

SKILLS AND KNOWLEDGE

Excellent verbal and written communication skills	E
Excellent organisational skills	E
Proven ability to manage and prioritise a heavy and varied workload	E
Numerical and analytical skills	E
Knowledge of pupil attendance management	D
Knowledge and understanding of school policies and procedures including safeguarding	D

PERSONAL QUALITIES

Reliable and punctual	E
Warm and approachable manner with good relationships with colleagues and customers	E
Able to maintain confidentiality	E
Able to work independently and also effectively as part of a team	E
Resilient and able to remain calm and maintain a positive outlook even under pressure	E
Demonstrate an understanding of and commitment to equal opportunities	E
Committed to your own personal learning and development	E

E = essential D = desirable

SAFER RECRUITMENT

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education.

The school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds and different skills and attributes. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind- overs, including those regarded as spent and will be subject to an Enhanced Disclosure and Barring Service check with barred list information.

Applications

Applications will only be accepted if they are made on the South Bank Primary School application form included in your pack. All sections of the form must be completed.

Applications can be submitted:

- By email to office@southbankprimary.co.uk
- By post or hand delivered to South Bank Primary School, Poplar Grove, South Bank, Middlesbrough TS6 6SY.

The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that by submitting an application they are agreeing that the information given is true and correct and that any offer of employment will be made on this basis. Where it is found that false information has been provided this could result in the application being withdrawn or summary dismissal if the applicant has been selected and employment has commenced. This may also result in referral to other professional regulatory bodies where appropriate.

References

- A minimum of two references will be sought, one of which must be from current or most recent employer.
- References for shortlisted candidates will be requested prior to interview for all shortlisted candidates. References are requested on standard template approved by our HR provider.
- **We prefer to request references by email so please supply an email address wherever possible.**
- The school has a standard template which is used for all references.
- The School does not accept open references, testimonials or references from relatives, a partner or people writing solely in the capacity as a friend.

Only references from a trusted authoritative source will be acceptable. References will always be sought and obtained directly from the referee.

Reference requests will specifically ask:

- About the referee's relationship with the candidate.
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post, salary and attendance record.

- Performance history and conduct.
- Any disciplinary procedures in which the sanction is current
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

Self-declaration of convictions by job applicants

The school's policy is to require shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent" and include any cautions, reprimands or warnings and pending prosecution.

The disclosure of any convictions, cautions, reprimands or warnings or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

SHORTLISTING

The recruitment panel will consist of Miss T Cooper, Head Teacher and Mrs S Cochrane, School Business Manager.

Shortlisting is a 2 stage process - Applications are initially assessed against the following criteria:

- Overall presentation and completeness of application
- Use of standard English
- Grammatical accuracy

Applications that meet the initial criteria will proceed to be shortlisted against the Person Specification.

Selection for interview will be decided entirely on the contents of your application form. Please read the job description and person specification carefully before completing your form.

SELECTION

The shortlisting panel will then conduct the face to face selection process.

For this position, the selection process will consist of a face to face interview, and a series of tasks relevant to the post.

The panel will agree the questions to be asked of each candidate and the assessment criteria to be used. In addition to exploring the candidate's suitability for the post, the panel will explore:

- the interviewees' attitude towards children and young people
- the interviewees willingness and ability to support the School's commitment to safeguarding and promoting the safety and welfare of children and young people
- any unexplained gaps in the candidate's employment history
- any other concerns or discrepancies arising directly from the interview

Once all interviews are completed, the panel will score the applicants on the selection activities to determine the successful candidate. When a decision has been made with regard to the appointment(s), candidates will be informed by telephone.

SAFEGUARDING

Keeping children safe is our number one priority. We ensure that the safety and wellbeing of every child is at the centre of every decision we make.

'Whilst local authorities play a lead role, safeguarding children and protecting them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.' Working Together to Safeguard Children DfE 2019

South Bank Primary School pays full regard to the DfE guidance 'Working Together to Safeguard Children, 2018' and 'Keeping Children Safe in Education, September 2019'.

Our school's Child Protection Policy applies to all adults, including volunteers.

Our Child Protection Policy requires all staff to be fully informed about their responsibilities in relation to Child Protection. This includes being aware of signs and symptoms which may suggest that a child is coming to harm, the various types of safeguarding issues that we may face as educators of children and who to speak to if they have a concern about a child or member of staff.