



Level 4 Senior Academy Administrator

Discovery Special Academy

Job Ref: DSA089



TEES VALLEY
EDUCATION
www.teesvalleyeducation.co.uk

ADVERTISEMENT

Level 4 Senior Academy Administrator

Status: Permanent

Required: As soon as possible

Salary: Scale Point 12 £21,589 (Actual salary £19,522)

Hours: Full time, Term Time Only + 3 weeks

Reporting to: Head Teacher and Academy Business Manager



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In order to continue our drive for excellence, we wish to appoint an outstanding practitioner to join our academy. The successful candidate will be able to demonstrate a significant and proven impact in administration at a senior level.

In return, we can offer you the opportunity to join a successful, hardworking academy with a strong inclusive ethos and an inherent drive for quality. Our children are proud academy citizens, care for each other and are focused on learning and enjoy coming to school.

We are a fabulous team and we all enjoy working together to improve outcomes for our children. 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 are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an amazing team and contribute to the academy's journey towards excellence.

Visits to the academy are strongly encouraged and can be arranged by appointment with the academy office on the following dates:

Friday 11th October 1.30 p.m. and 3.30 p.m.

Friday 18th October 1.30 p.m. and 3.30 p.m.

Friday 25th October 9.30 a.m. and 1.30 p.m.

Application packs can be printed directly from the Trust website or requested from Discovery Special Academy office on 01642 248333. Hand written or electronic printed copies of the Tees Valley Education application form should be posted or hand delivered to the following address for the attention of Mrs Ruth Hunter, Academy Business Manager:

Discovery Special Academy, Kedward Avenue, Middlesbrough, TS3 9DB.

Please be aware that if you are sending your application by e-mail, the Trust cannot be responsible for any formatting anomalies when printing.

By E-mail: recruitment@tved.org.uk

If you have any queries about the position or the academy and the trust, please do not hesitate to contact Ruth Hunter on ruth.hunter@tved.org.uk

Closing Date: 4/11/2019 9.00 a.m.

Shortlisting: 5/11/2019

Interview date: 12/11/2019

JOB DESCRIPTION

Under the guidance of senior staff; applicants should be able to demonstrate the following skills and attributes:

ORGANISATION

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies with particular regard to annual reviews and the EHCP processes.
- Liaising effectively between Tees Valley Education Head Office and External partners to ensure effective running and development of the academy and the Trust.
- Line Management responsibilities where appropriate
- Liaise between managers/teaching staff and support staff
- Hold regular team meetings with managed staff
- Undertake recruitment/induction/appraisal/training/mentoring for other staff
- Deal with routine and complex reception/visitor matters
- Organise academy trips/events etc.
- Supervise, train and develop staff as appropriate
- Ensure SIMS database is up to date and accurate for staff and children

ADMINISTRATION

- Take lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required
- To have an understanding of census and importance of completing such returns accurately
- Produce, and respond to, complex correspondence
- Provide organisational and complex advisory personal support to other staff
- Manage complex administrative procedures
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfES
- Manage the administration of Payroll system
- Provide administrative and organisational support to the Local Academy Committee
- Manage the invitations, collation of paperwork and reports for annual review processes
- Review and manage the development of the website including quality assurance and compliance checks
- Undertake policy compliance checks and ensure all policies are up to date and meet statutory requirements
- Regularly check and update SIMS systems ensuring accuracy of data at all times

RESOURCES

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
- Take a lead role in the recruitment of support staff and in managing associated employment procedures
- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Support the Trust with procurement and securing sponsorship/funding

- To actively seek additional funding and sponsorship for the academy to promote opportunities for the children
- Oversee the management of service contracts and ensure they are up to date
- Oversee the management school licences and insurance and ensure they are up to date
- Take a lead role in marketing and promoting the academy including website development
- Manage facilities including premises, lettings and associated income, building and projects etc.
- Manage financial administration procedures with a particular focus in SEND top ups working closely with the SEND inclusion business manager
- Take a lead role in planning, monitoring and evaluation of budget
- Support senior leadership team with the management of expenditure within an agreed budget
- Health and Safety and premises management is managed and adhered to statutory guidance

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, including the Trust Diamond Standards
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- 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

Maintaining Professional Competencies

- Operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them;
- Ensure high level of professional competences by attending regular training and self-study;
- Main the dignity and respect of children, families and colleague through professional behaviour and appropriate levels of confidentiality.

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 Academy 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 Headteacher or the incumbent of the post.

The post holder may be required to work some hours after school and evenings in order to engage with parents and support after school and extra-curricular activities to take place.

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
Experience of working in office environment at a senior level	A,I	E
NVQ Level 4 or equivalent qualification or experience in relevant discipline	A, I	E
Excellent numeracy/literacy skills	A, I	E
Experience of using SIMS database or similar school based system	A, I	E
Experience working in a specialist provision	A,I	D
Experience of coordinating annual reviews	A,I	D
Experience of leading a team	A,I	D
Appropriate first aid training	A,I	D
KNOWLEDGE, ABILITIES AND SKILLS		
Effective use of specialist ICT packages	A,I	E
Use of specialist equipment/resources	A,I	E
Full working knowledge of relevant policies/codes of practice/legislation within SEND	A,I	D
Ability to organise, lead and motivate other staff	A,I	E
Ability to plan and develop systems	A,I	E
Ability to relate well to children and adults	A,I	E
Work constructively as part of a team, understanding academy roles and responsibilities and your own position within these	A,I	E
Ability to self-evaluate learning needs and actively seek learning opportunities	A,I	E
Excellent interpersonal skills	A,I	E
Flexible and adaptable	A,I,R	E
The enthusiasm to drive and further support the academy in achieving excellence for all	A,I	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 stock monitoring and preparing inventories	A,I	D
Knowledge of health and safety requirements	A,I	E
Open minded and receptive to new ideas, approaches and challenges	A,I	E
Full UK driving licence and access to transport	A, I	E
Knowledge and experience of PS financials	A,I	D

AM (Assessment Method) - A - Application Form, I - Interview, R – Reference

E – Essential

D - Desirable

SAFEGUARDING CHILDREN

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

Working Together to Safeguard Children DfE 2018

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 applicants, 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.

EXPLANATORY NOTES

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. 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 enhanced CRB checks and 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.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered 'not applicable' if your duties have not brought you into contact with children or young people.

Interview 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.

As part of the DBS application and as a form of identification, all candidates invited to interview must bring the following documents:

Route 1 – 3 documents (at least 1 must be from Group 1, the other 2 can be from any group)

Route 2 – 3 documents (1 from Group 2a and 2 from 2a or 2b, plus External ID check)

One document must confirm the applicant's date of birth and another confirm the current address. In addition to the above, if you are successful, you will be required to conduct an external ID check (this is an automated process completed online).

Route 3 – 5 documents (birth certificate and 4 other documents - 1 from 2a and 3 from Group 2a or 2b)

One document must confirm the applicant's current address

Group 1 – Primary Identity Documents	
Current valid passport (UK or overseas)	Biometric Residence Permit (UK)
Current driving licence - photocard & counterpart (where applicable). (UK, Isle of Man, Channel Islands and EU – full or provisional)	Birth certificate – issued at time of birth (UK, Channel Islands – including those issued by UK authorities overseas)
Adoption Certificate (UK & Channel Islands)	
Group 2a – Trusted Government Documents	
Current driving licence - photocard (UK and overseas)	Current driving licence – paper (UK and EU)
Birth certificate – issued any time after birth (UK & Channel Islands)	Marriage/civil partnership certificate (UK & Channel Islands)
Fire Arms Licence (UK & Channel Islands)	HM Forces ID Card (UK)
Group 2b – Financial & Social history documents	
Mortgage statement (UK or EEA)	P45/60 Statement
Bank/Building Society Statement (UK)	Council Tax statement
Credit Card Statement (UK or EAA)	Work Permit/Visa (UK)
Financial Statement, eg Pension, investments (UK)	Sponsorship letter from employer (outside UK)
Benefit statement, eg child allowance, pension (UK)	Utility Bill
EU National ID card	Cards carrying PASS accreditation logo
Letter from Headteacher or Principal	
A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands), eg from the Department for Work and Pensions, the Employment Service, HMRC, Job Centre, Social Security, etc.	
ID validation must be attempted in order. If you are unable to validate via Route 1, move to Route 2, if unable to validate Route 2, move to Route 3.	

Failure to meet any of the above routes may mean that you will be sent for fingerprinting by the Police which you should be aware is likely to cause delay to the DBS application process and subsequently the recruitment process.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references for candidates that are shortlisted for interview and may also approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

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 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.

HOW TO APPLY

To apply please complete the Tees Valley Education application form. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Applying:

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