



## **Level 3 Academy Administrator** Wilton/Dormanstown Primary Academies

**Job Ref: DPA162**



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**TEES VALLEY**  
EDUCATION  
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Dear Applicant

Thank you for expressing an interest in applying for a position working with Tees Valley Education Trust.

The Trust currently comprises of five Academies - Brambles Primary Academy, Discovery Special Academy, Dormanstown Primary Academy, Pennyman Primary Academy and Wilton Primary Academy.

Tees Valley academies believe in excellence as a birth right. All children, regardless of circumstance, have an entitlement to a world class education. The Academy Head Teachers operate in an atmosphere of trust, honesty, integrity and an unwavering commitment to excellence for children. They firmly believe there should be “no excuses or barriers!” in education.

All of the academies are located in areas of significant deprivation and its leaders are passionate about the difference education can make to children’s lives.

Therefore, if you are successful, you will be joining a brilliant team. All of our staff, regardless of their role, work together to ensure that our children are provided with the best education possible.

As a Trust, we are committed to giving our leaders and teachers time to fulfil their professional duties and responsibilities. We also offer you the opportunity to work in a vibrant, supportive and friendly atmosphere where you will be enabled to develop both personally and professionally.

Enclosed with this recruitment pack you will find the advert, job description and person specification for the post along with an application form, safeguarding information and guidance on how to apply. If you wish to apply, then please make sure that you complete the application form fully. Please do not attach a curriculum vitae: we will only consider information completed as part of the application form.

Yours faithfully

**Katrina Morley**

Chief Executive Officer and Executive Head Teacher of Pennyman Primary Academy

**Level 3 Academy Administrator**  
Dormanstown and Wilton primary Academies



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**Status: Permanent**

**Required: January 2022**

**Salary: SCP 8 £20,493 – SCP11 £21,748 (Pro rata £15,483 - £16,432)**

**Hours: 32.5 hours per week, term time only + 5 PD Days**

Tees Valley Education are seeking to recruit a suitably qualified and experienced administrator to work in across two of their academies. 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 between Wilton and Dormanstown Primary Academies, 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 are able to meet the essential criteria set out in the person specification.

If you have any queries about the application process or the position please feel free to contact Caroline Ancell, Academy Business Manager on 01642 483696 or email [tvedormasntown@tved.org.uk](mailto:tvedormasntown@tved.org.uk)

**Closing Date: 9:00am Friday 3<sup>rd</sup> December 2021**

**Shortlisting: Friday 3<sup>rd</sup> December 2021**

**Interviews: Tuesday 7<sup>th</sup> December 2021**

## 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 complex reception/visitor matters
- Contribute to the planning, development and organisation of support services systems/procedures/policies
- Organise academy trips/events etc.
- Support and train and develop staff as appropriate

## 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 Committee
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc. including those to outside agencies e.g. DfE
- Undertake the administration of payroll systems

## 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
- Undertake complex financial administration procedures
- 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 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.

**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 3 or above in administration or relevant equivalent in this discipline.	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 managing database systems.	A, I	E
Experience of maintaining efficient and accurate records.	A, I	E
Experience of school based systems, including SIMS.	A, I	E
NVQ4 or equivalent in a relevant discipline.	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 such as school funds and petty cash.	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
Knowledge of financial management and reporting.	A, I, R	E
Thorough knowledge of Microsoft Office (Word, Excel & PowerPoint).	A, I, R	E
Knowledge of cash handling and banking procedures.	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.	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 school policies and procedures.	A, I, R	D
Knowledge of attendance reporting.	A, I	D
Knowledge and experience of PS financials.	A, I	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

## HOW TO APPLY

Application packs can be downloaded or printed directly from the Trust website [www.teesvalleyeducation.co.uk](http://www.teesvalleyeducation.co.uk) or requested from the Academy. Only applications on Trust's official application form will be accepted. If you are submitting your completed application form by e-mail please be aware that the academy cannot be responsible for any formatting anomalies when printing.

**By email to:** [recruitment@tved.org.uk](mailto:recruitment@tved.org.uk) adding Dormanstown L3 Academy Administrator in the subject.

Hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of Ms Caroline Ancell:

By post to:

Dormanstown Primary Academy  
South Avenue  
Redcar  
Cleveland  
TS10 5LY

## 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.

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. 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 plan 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 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 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.



Please visit our website for further information [dormanstown.teesvalleyeducation.co.uk](http://dormanstown.teesvalleyeducation.co.uk)



At **Wilton Primary Academy**, we are very proud of our family atmosphere and we strive not only to provide the highest quality of education, but also to help our 65 pupils aged 3 - 11 become happy, successful and fulfilled individuals. Our school serves a mixed catchment that can be geographically isolating and our context can be challenging as we serve a community that experiences some socio-economic deprivation. Approximately a third of the

children are eligible for the pupil premium and we have a larger than average percentage of children who experience some kind of SEND need. Our excellent reputation in supporting pupils with additional needs means, as a small school, we have a greater proportion of children with complex needs due to our inclusive and personalised approach.



We are fully committed to developing each child's unique potential within a secure and caring environment. We believe that our children should not only realise their best academically, but also develop a thirst for knowledge and a love of learning. Our children have excellent learning behaviours, are eager to learn and are supported by a team of hard-working, talented and dedicated staff. The children of Wilton Primary are happy learners, who work hard to reach the challenges set by their teachers.



We aim to provide a curriculum, which inspires and challenges all learners, promotes a love of learning and enables the development of life skills in preparation for experiences beyond primary school. At the heart of our curriculum is the requirement that pupils have to apply their learning in a number of contexts, which makes learning active and authentic.



The curriculum focus, is to develop pupils' knowledge, skills and understanding, so that they leave Wilton Primary with skills to take them onto secondary education and beyond with a view to their working life.

We recently joined the team at Tees Valley Education, a Trust that has been operating since September 2015. We work very closely with our partner academies, Brambles, Discovery, Pennyman and Dormanstown. 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 to achieving their professional goals.

The vision for Wilton is rightly ambitious and the recent changes are exciting and provide new opportunities and direction for our school community. Our pupils, staff, parents, TVED colleagues and wider community are all committed to our journey to success.