



Level 4 Senior Academy Administrator
Pennyman Primary Academy

Job Ref: PPA202



TEES VALLEY
EDUCATION
www.teesvalleyeducation.co.uk



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

ADVERTISEMENT

Level 4 Senior Academy Administrator

Status: Fixed Term – Maternity Cover, in the first instance

Required: 1st September 2022

Salary: Scale Point 12 – 15 £22,571 - £23,953 (Actual salary £21,406 - £22,717)

Hours: Full time, Term Time Only + 5 weeks, including PD Days

Reporting to: Head of Academy



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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:

Monday 27th June 10.30 am

Tuesday 28th June 4.30 pm

Thursday 30th June at 4.00 pm

Monday 4th July at 3.30pm

Application packs can be printed directly from the Trust website or requested from Pennyman Primary Academy office on **01642 314750**. 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 Louise Stogdale, Head of Academy:**

Pennyman Primary Academy, Fulbeck Road, Middlesbrough, TS3 0QS.

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 **Geovanna Waters** on geovanna.waters@tved.org.uk

Closing Date: Wednesday 6th July 2022 at 12.00 noon

Shortlisting: Thursday 7th July 2022

Interview date: Thursday 14th July 2022

JOB DESCRIPTION

The Senior Academy Business Administrator provides secretarial and administrative support for the academy in a manner which allows the academy to maintain its reputation for excellence.

The principal function of the role is to ensure the smooth and efficient running of the academy office and manage the day to day administrative functions of the Academy Office. The Senior Administrator is responsible for supervising and coordinating the daily workload for the business team.

The Senior Administrator is expected to take a keen interest in Academy life and to understand his/her role in this context including demonstrating the Trust's diamond standards of Care, Commitment, Courage and Curiosity. They are the key point of contact for the Academy and are also required to foster good relationships, both internally and externally.

ORGANISATION

- Undertake reception duties; answering telephone, face to face enquiries, liaising with relevant staff, outside agencies and parents, dealing with visitors etc.
- Assist in the organisation of academy trips in cooperation with other staff. This includes ensuring that staff and external providers (e.g. coach companies) have completed all associated risk assessments
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the academy

ADMINISTRATION

- Provide general clerical/administrative support e.g. photocopying, filing, complete standard forms, respond to routine correspondence
- The role will be responsible for coordinating academy orders in accordance with the Trust's Financial Handbook including cash handling.
- Maintain manual and computerised records/management information systems, produce lists/information/data as required e.g. pupil's data, undertake typing and word-processing and other IT based tasks, take and type up minutes at meetings, sort, log and distribute mail
- Record information accurately and input data in a timely and effective way as required.
- Produce letters or information reports as directed by the Headteacher, Deputy Headteacher, SEND lead and Academy Business Manager
- Ensure all information held is kept confidential and secure, complying with Data Protection Act and the UK General Data Protection Regulation (GDPR)
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake administration of complex procedures
- Assist with managing the academy's email inbox, ensuring the academy meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Complete and submit complex forms, returns etc. including those to outside agencies e.g. DfE
- Manage the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required
- Keep records in accordance with the academy's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide support during internal and external audits e.g. personnel files, Single Central Record, financial by using academy and/or Trust and management information systems

ADDITIONAL 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 an appropriate person
- Establish constructive and effective relationships and communicate with other agencies/professionals
- Attend and participate in relevant meetings as appropriate

GENERAL INFORMATION

- The above accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility
- The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act and GDPR regulations - confidentiality must be maintained at all times
- The post holder must be flexible to ensure the operational needs of the Academy are met. This includes undertaking of duties of a similar nature and responsibility as and when required

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
- Multi-tasking with a range of stakeholders

PERSONAL AND PROFESSIONAL CONDUCT

A member of staff is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct whilst working at Tees Valley Education Trust.

- Members of staff are expected to maintain high standards of ethics and behaviour within and outside the Academy;
Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a member of staff's position having regard for the need to safeguard pupil's wellbeing, in accordance with statutory provisions

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

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 |
| Previous administrative experience. | A | E |
| NVQ Level 4 or equivalent qualification or experience in relevant discipline | A, I | E |
| GCSE Grade C or above in English and Mathematics. | A | E |
| Experience of using SIMS database or similar school-based system | A, I | 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 |
| Experience of managing financial procedures such as academy funds and petty cash. | 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 | | |
| Use of specialist equipment/resources | A, I | E |
| Excellent interpersonal skills and a caring attitude towards pupils, colleagues, parents and external agencies. | I, R | 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 |
| 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 |
| Knowledge of financial management and reporting. | 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, welcoming and courteous manner at all times. | A, I, R | E |
| Tenacity, enthusiasm, positive attitude and drive. | A, I, R | 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 of SEND, including SEND register, need and Provision Maps, preparing documentation for Education, Health and Care Plan (EHCP) reviews, sharing SEND information with relevant staff, updating pupil intervention records, supporting the administration of exams access arrangements and ensuring all pupils details are updated regularly. | A, I, R | D |
| Knowledge and experience of IRIS financials | A,I | D |
| Knowledge of attendance reporting. | A,I | D |
| Knowledge of stock monitoring and preparing inventories | A,I | D |
| Full working knowledge of relevant polices/codes of practice/legislation within SEND | 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

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.

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 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.

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.

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, e.g. Pension, investments (UK) | Sponsorship letter from employer (outside UK) |
| Benefit statement, e.g. child allowance, pension (UK) | Utility Bill |
| EU National ID card | Cards carrying PASS accreditation logo |
| Letter from Head Teacher or Principal | |
| A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands), e.g. 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. | |

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 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.

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

HOW TO APPLY

Tees Valley Education Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

An application form is attached. 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 recruitment@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 **Mrs L Stogdale**:

Pennyman Primary Academy
Fulbeck Road
Middlesbrough
TS3 0QS