



East Cowton CE Primary School Part time school administrator vacancy

The Federation of East Cowton and Kirkby Fleetham CE Primary Schools is a small federation with 60 pupils on roll across both schools. We have recently joined the Dales Academies Trust and work closely with staff in the other trust schools. We pride ourselves on our caring school community, where children are encouraged to aim high, and staff work hard to ensure they reach their full potential.

We require a conscientious, friendly and flexible person to provide admin support at East Cowton School for 10 hours a week, preferably on a Thursday morning and all day Friday.

We are looking for someone fully computer literate with basic clerical and administration skills. You will need to have good literacy and numeracy skills along with a flexible approach to work and be a team player. A sense of humour and a "can do" attitude are key and you will need to be able to establish positive relationships with children and staff alike in a confidential manner.

For further details, please see the job description and person specification or contact us.

We are proud of our school and would love to show you around. Visits can be arranged by contacting Mrs White in the school office.



Background

Dales Academies Trust

Dales Academies Trust is a new Multi Academy Trust (MAT), with sponsor status, for the northern church schools of the Anglican dioceses of Leeds and York.

As with the other church MATs across both dioceses, the Trust is open to church and non-church schools with a core purpose of providing an inclusive education for children of any ability, culture, gender, sexuality, faith or no faith. The ethos will be derived from and informed by the Church of England's commitment to education and schooling over more than 200 years.

The Diocese of Leeds commissioned Bradford Diocesan Academies Trust (BDAT) to set up the new MAT for North Yorkshire and appointed the BDAT Chief Executive Officer (CEO) interim CEO of the new Trust. A dedicated CEO for Dales was appointed in September 2017 and a Finance Officer shortly afterwards; BDAT continues to support the developing Trust.

To date Dales consists of the following schools:

- All Saints Church of England Academy (Secondary)
- Barton Church of England Primary School
- Croft Church of England Primary School
- Eppleby Forcett Church of England Primary School
- East Cowton Church of England Primary School
- Kirkby Fleetham Church of England Primary School
- Middleton Tyas Church of England Primary School
- Ravensworth Church of England Primary School
- Richmond Church of England Primary & Nursery School
- South Otterington Church of England Primary School

Ainderby Steeple Church of England Primary School will join later in the year.

Historically the Primary schools within Dales and their Head Teachers have worked closely together for many years.

EAST COWTON CE PRIMARY SCHOOL

JOB DESCRIPTION

POST: School Administrator	
GRADE: Band 3 (scp 7-9)	
RESPONSIBLE TO: Headteacher	
STAFF MANAGED: None	
POST REF:	JOB FAMILY: 2
JOB PURPOSE:	To provide an administrative support service to the Headteacher and the school to ensure the smooth running of the school on a daily basis. The job holder works under supervision and/or their work is subject to checks and controls.
JOB CONTEXT:	Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, cash handling and reception service, where excellent organisational skills are essential to cope with the demands of having to deal with a variety of tasks. Enhanced DBS clearance required
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • File, sort and index paperwork, including incoming and outgoing post, transmit documents and photocopy. • Compile standard letters, documents, orders and lists as directed by the School Administrator or Headteacher. • Undertake simple finance and statistical tasks, e.g. collect and bank dinner/school trip money (cash/cheques) and recording money received on the appropriate system • Maintain and update all necessary records using manual and computerised systems and check entries. • Assist in the collation of materials e.g. School brochures • Maintain a diary of appointments and activities for the Headteacher and the school. • Report concerns and obtain support for any issues raised. • Redirect customers to other staff for specialist support as appropriate
Communications	<ul style="list-style-type: none"> • Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries. • Communicate effectively with other staff, visitors, pupils and their families/carers. • Attend staff meetings and training days by agreement with the Headteacher.
Resource management	<ul style="list-style-type: none"> • Participate in the schools performance management scheme. • Monitor stationery stock levels, place orders as appropriate and check incoming orders. • Participate in training and other learning activities and performance development as required • Highlight additional training and supervision needed to build on your

	skills and knowledge.
Safeguarding	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role. • Maintain confidentiality as appropriate • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
Systems and Information	<ul style="list-style-type: none"> • Maintain and update all necessary records using manual and computerised systems and check entries. • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person.
Data Protection	<ul style="list-style-type: none"> • To comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the equality Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • Dales Academies Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with DAT Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • Dales Academies Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • Dales Academies Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.
Date of Issue:	

PERSON SPECIFICATION

JOB TITLE: School Administrator (Band 3)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none"> • Some knowledge of administration and office systems 	
Experience <ul style="list-style-type: none"> • Some clerical or administrative experience 	<ul style="list-style-type: none"> • Cash handling experience
Occupational Skills <ul style="list-style-type: none"> • Computer literate • Interpersonal and communication skills • Numeracy and literacy skills • Judgemental skills 	
Qualifications <ul style="list-style-type: none"> • Literacy and numeracy qualification e.g. Level 2 qualification or equivalent 	<ul style="list-style-type: none"> • Appropriate first aid training
Personal Qualities <ul style="list-style-type: none"> • Attention to detail, neatness and accuracy • Organisational skills • Ability to work successfully in a team • Confidentiality 	
Other Requirements <ul style="list-style-type: none"> • To be committed to the school's policy and ethos. • To be committed to Continual Professional Development. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Enhanced DBS clearance required 	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Equal Opportunities <ul style="list-style-type: none"> To assist in ensuring that DAT's equalities policies are considered within the school's working practices in terms of both employment and service delivery. 	

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process