



Senior Administrator Candidate Pack

Location: Bishop Middleham, Durham

Start date: After October Half Term OR
as soon as possible



A message from our Chair of Directors

Dear prospective applicants,

Thank you for taking the time to look at, and consider, applying to St Michael's C of E Primary School, part of One Excellence Multi Academy Trust.

I am proud to be the Chair of Directors of this inclusive, thriving school, where children are put at the forefront of every decision. Our strong team of leaders ensure that the school provides for children's individual needs as well as developing a robust team of teachers and support staff who are highly trained. St Michael's staff strive for an outstanding level of education every day, ensuring our pupils academic and pastoral needs are met.

As a church school we are strongly guided by our Christian vision and values. We welcome everyone into our school, all faiths and none, and are respectful of each person's individual beliefs and views.

I strongly encourage a visit to our wonderful school so that you can get a feel of the work that is undertaken daily. If you have any questions or queries, please do not hesitate to contact the school, or a member of the school team who will do everything they can to help.

David Bowes



Our Trust

Since its formation in 2017 One Excellence Trust has grown to include four primary schools, all with thriving nurseries, providing education and opportunities for 1,050 students. As part of our Trust we incorporate one of the 36 DfE English Hubs and two EMS bases (one for communication and interactions and one for SEMH) and a community nurture hub. We pride ourselves on transforming education locally and regionally, with our schools and nurseries being at the heart of their local communities and are determined to raise standards of educational achievement to the very highest levels.

All of our schools are an integral part of their local communities and have a strong sense of identity. We value the contribution each of our communities make and the distinctive opportunities and diversity they offer to the Trust. Working in collaboration, we offer exceptional learning experiences to all of our children, so the children benefit from the strength that being part of the extended One Excellence family brings.

Our vision is to be an ambitious, inclusive, collaborative family of schools, ensuring excellence in education whilst celebrating individuality. We are passionate that as a family of schools we can provide a much better standard of education than working on our own. We know we improve more rapidly as a group of schools in a Trust than if we were a school on our own in an isolated position. This rapid improvement is not achieved at the expense of any school losing its own unique identity or its position within its community. Our academies have no motivation to all be the same. They are different in accomplishments and context but we share the same values and vision for our staff and students. Each academy is a driving force in its own right. By working collaboratively we've been able to create an effective and efficient organisation and business model that allows school leaders and teachers to focus all their attention on their pupils. We work together in a supportive network to evaluate, challenge and improve practice inside and outside of the classroom. We want our students to grow into fully equipped individuals who make meaningful contributions to society and our staff to reach their full professional potential.

We live in a world that requires our children to be prepared to think both critically and creatively, solve complex problems and to communicate well. Mastery of the basics: reading, writing and maths is our core purpose and this sits equal to ensuring our children have access to a high quality non-cognitive skills curriculum ensuring well-developed social and emotional skills.

You can find out more about our Trust by visiting <https://www.oneexcellence.co.uk/>



About Our School

We are a small, village school with mixed age classes allowing all staff to build effective relationships with all pupils in the school. This allows us to work together to support the needs of all the children and ensure they fulfil their full potential. Due to our small nature, we have developed close links with the families. We have a small, enthusiastic team who have various strengths which contributes positively to the ethos and education of our school.

We are a Church of England school and have close links with the Diocese of Durham and Newcastle and St. Michael's Church. Our Christian Vision of "Life in all its Fullness" (John 10:10) and our seven Christian Values (Koinonia, Creation, Endurance, Wisdom, Justice, Hope and Service) are the driving force behind everything we do at St. Michael's. We have high expectations that all children will leave our school being able to achieve whatever they want to.

We are one of the thirty-four DfE approved English Hubs support schools across the North East on the three aims of the English Hub which are Phonics, Early Language and Reading for Pleasure. As part of this we lead training and support schools. We also have members of staff trained as Literacy Specialist giving them the opportunity to support schools to implement and Phonics programme. This up to date knowledge and training enables us to support staff and continue to raise standards. Our Headteacher is also an Education Lead in Evidence ensuring that all educational decisions are research based. It is our belief that we are responsible for more than just the academic achievement of the children, we have a joint responsibility to improve reading and provide high quality teachers across our region.

Our curriculum is rigorous and focused, developing skills and knowledge while using educational visits and experiences to bring it to life. In addition to a focus on the core standards of reading, writing and maths, we also recognise the importance of a holistic curriculum which encompasses an academic and a non-cognitive curriculum providing opportunities for children to shine in whatever area they excel. We have timetabled forest school sessions for all children, weekly swimming lessons, a range of after school clubs from sports to cooking to even meditation. Learning and personal needs are met so that children have choices left open to them both now and in the future.

We are very proud of our children's exceptional behaviour, conduct and engagement, which is regularly commented on wherever they go and by visitors and wherever we go. Our children value the school and what it offers. They want and deserve 'Life in all its Fullness'.



"I have come that you may have life in all its fullness."

(John 10:10)

- Jesus said 'I have come that you may have life in all its fullness' (John 10:10). He calls us to a full life in mind, body, heart and spirit. Therefore, we believe the purpose of education is to nurture and enable every child to thrive and to be the person they are fully capable of being.



JOB DESCRIPTION: Senior Administrator

SALARY: Administration Level 4
Grade G, spinal point 9 – 12
(£23,194 - £24,496 pro rata)

TYPE: Permanent Contract
37 hours, Term Time Only, plus 5 days

REPORTING TO: Headteacher





Senior Administrator

Job Description

Main Purpose

Under the guidance of senior staff be responsible for undertaking administrative, financial and organizational processes within the school. Assist with the planning and development of support services and have additional responsibility for supervision and finance.

Organisation

The successful candidate will:

- Deal with complex reception issues/visitor matters etc;
- Contribute to the planning, development and organisation of support service systems/procedures/policies;
- Organise school trips/events etc.
- Supervise, train and develop staff as appropriate.

Administration

- Manage manual and computerised records/information systems;
- Analyse and evaluate data/information and produce reports/information/data as required;
- Undertake typing and word-processing and complex IT based tasks;
- Provide administrative and organisational support to other staff;
- Undertake administration of complex procedures;
- Complete and submit complex forms, returns etc, including those to outside agencies e.g. DCSF;
- 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 for staff, pupils and others;
- Undertake research and obtain information to inform decisions;
- Assist with procurement and sponsorship;
- Assist with marketing and promotion of the school;
- Manage administration of facilities including use of school premises;
- Undertake complex financial administration procedures;
- Assist with planning, monitoring and evaluation of budget;
- Manage expenditure within and agreed budget.

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;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall ethos/work/aims of the school;
- 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;
- 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.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Specific Responsibilities

The post holder will need (to):

Generic Responsibilities:

- To work consistently to uphold the Trust and school's Christian vision and values statement
- To follow all school policies and procedures
- To work in a co-operative, positive and polite manner with all stakeholders
- To work with pupils in a courteous, positive, caring and responsible manner at all times
- To work with visitors in such a way that it enhances the reputation of the Trust and school
- To take an active and positive role in the school's commitment to the development of staff
- To seek to improve the quality of the school's overall service
- To follow the child protection procedures and ensure that pupils' safety and well-being is never compromised
- To present oneself in a professional way that is consistent with the values and high expectations of the school.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Appraisal

All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

Confidentiality

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imparted in the course of work and using school information assets.

Induction

The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

Safeguarding:

One Excellence has a Child Safeguarding Policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Equality and diversity:

One Excellence is committed to equality and diversity and will take action to discharge this responsibility. Many of the actions, however, will rely on individuals embracing their responsibilities with commitment to ensure a positive and collaborative approach to Equality and Diversity. This will require staff to support the Partnership's initiatives on Equality and Diversity which will include development and training designed to enhance practices and the experiences of staff, students and visitors to One Excellence and the schools within it, with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action being considered.

References will be requested prior to interview.

DBS:

One Excellence is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

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, Knowledge and Skills	E	D
NVQ Level 3 or equivalent qualification in relevant discipline, e.g. Business Administration Level 3 OR appropriate experience	✓	
Willingness to participate in training and development opportunities	✓	
First Aid training		✓
NVQ level 4 or equivalent discipline e.g. Certificate in School Business management (CSBM)		✓

Core Qualities	E	D
Be committed to their own professional development and keen to be challenged to become the best they can be	✓	
Champion the Christian ethos, vision and values of the school and Trust at all times	✓	
Have the ability and willingness to be flexible to meet the needs of the school	✓	
Work collaboratively with a committed team of staff and governors, parents/carers and the wider community	✓	
Have a desire to be involved in all aspects of school life, being willing to go the extra mile for the benefit of our children and the community	✓	
Be able to communicate to a high level both verbally and in writing for a variety of audiences	✓	
Be able to manage workload effectively and prioritise appropriately in order to meet deadlines in a timely manner which supports the work of the organisation	✓	

Generic Responsibilities	E	D
To work consistently to uphold the Trust and school's Christian vision and values statement	✓	
To follow all school policies and procedures	✓	
To work in a co-operative, positive and polite manner with all stakeholders	✓	
Experience of working and developing links with the community	✓	
To work with pupils in a courteous, positive, caring and responsible manner at all times	✓	

To work with visitors in such a way that it enhances the reputation of the Trust and school	✓	
To take an active and positive role in the school's commitment to the development of staff	✓	
To seek to improve the quality of the school's overall service	✓	
To follow the child protection procedures and ensure that pupils' safety and well-being is never compromised	✓	
To present oneself in a professional way that is consistent with the values and high expectations of the school.	✓	

Experience	E	D
Experience of development, management and operation of administrative systems	✓	
Experience of working in a school environment		✓
Payroll/ finance experience		✓

Skills/Knowledge	E	D
Excellent numeracy/literacy skills	✓	
Effective use of ICT and other specialist equipment/resources	✓	
Full working knowledge of relevant policies/codes of practice/and awareness of relevant legislation	✓	
Ability to relate well to children and adults	✓	
Very good communication skills	✓	
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities	✓	
Ability to supervise staff	✓	
Ability to assist with planning, monitoring and evaluation of budget	✓	
Appropriate knowledge of first aid		✓
Knowledge of and ability to complete statistical returns		✓
Analytical and problem solving skills		✓

Personal Attributes	E	D
Friendly and approachable manner	✓	
Self-motivated	✓	
Reliable and punctual	✓	
Flexible	✓	

Professional approach	✓	
A commitment to working as part of the whole school team and supporting the vision and aims of the school	✓	



If you wish to learn more about this exciting opportunity, would like an informal discussion or to arrange a visit to the school, please contact our Head of Governance: Natasha White on Natasha.White@oneexcellence.co.uk or telephone 01642 559609

How to apply:

Please email your application to: Natasha.White@oneexcellence.co.uk

Closing date: 3rd November 2023

Shortlisting date: W/c 6th November 2023

Interview date: TBC

St. Michaels C of E Primary School
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Durham,
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