



# **Application Pack**

**Level 3 Administrative Assistant**

**Job Ref: PPA 272**



## WELCOME LETTER FROM THE TRUST

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 birthright. 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**

## ADVERTISEMENT

### LEVEL 3 ADMINISTRATIVE ASSISTANT

**Status:** Permanent

**Required:** As soon as possible

**Salary:** From SCP 8 to SCP 11 (FTE £22,777- £24,054), pro rata £21,697 - £22,914

(salary may be negotiable for the right candidate)

**Hours:** 37 hours (full time), Term time only (TTO) + 5 weeks (incl. PD Days)

**Reporting to:** Headteacher

**Academy:** Pennyman Primary Academy

#### **About the Trust**

The Trust was established in 2015 and provides education and enrichment activities to more than 1100 children across five Academies, located in Middlesbrough and Redcar and Cleveland local authority areas. Academies within the Trust are:

- Brambles Primary Academy (3 to 11 years),
- Discovery Special Academy (2 to 16 years),
- Dormanstown Primary Academy (3 to 11 years),
- Pennyman Primary Academy (3 to 11 years), and
- Wilton Primary Academy (3 to 11 years).

#### **About the role we are looking to appoint:**

We are looking to appoint a dedicated, experienced administrator, who is confident, strong communicator and team worker to provide operational support to our school office.

#### **What we are looking for:**

We are looking for someone who is positive, solution focussed and has strong communication, interpersonal skills and can provide an excellent customer service experience to all. The role will require the post holder to liaise directly with a range of stakeholders internally and externally.

We are seeking to recruit a suitably qualified and experienced administrator. Tees Valley Education is 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.

The role will require the resilience 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 help and support at short notice, being able to prioritise and organise your time effectively will be advantageous.

Both the Trust and the academies have a strong inclusive ethos and an inherent drive for quality. The best interests of the children are central to our decision making. Our children are proud academy citizens, care for each other and enjoy their learning and achievements in school.

**What the Trust will provide the successful candidate with:**

- A workplace where all staff are valued and treated with respect as outlined within the Trust's Diamond Standards
- A passionate, enthusiastic and supportive Leadership Team
- A listening and learning organisation where all staff are encouraged to be curious and share ideas for the Trust/academies/team to improve
- Hard working, committed and dedicated staff who strive to gain the best outcomes for all children across the Trust's academies
- Dedicated approach to children's learning to encourage them all to be the best they can be
- Career enhancement opportunities within areas of interest as well as supporting ongoing professional development and training specific to job role
- Dedicated line manager to discuss work streams and capacity
- Free access to the Trust's Wellbeing offer, which includes counselling, access to GP, Mindfulness and so much more.
- Free parking
- Enrolment into the local government pension scheme
- All support contracts are employed on National Joint Council (NJC) for local government services (also known as Green book)
- Benefits of the Trust's Staff Charter which can be found at [TVED Staff Charter](#).

**Safeguarding requirements for the role:**

Tees Valley Education Multi Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

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. The Trust's Recruitment of Ex-Offender policy can be requested or visit the Trust's website.

Applications are invited from prospective candidates who 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 outstanding team and help continue the journey towards excellence.

## 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
- Follow agreed systems/procedures/policies
- Organisation of academy trips/events, etc.
- Place orders from requisition request to goods received, and process resources ensuring timely delivery to staff
- Support and train staff as appropriate

## ADMINISTRATION

- Manage and 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
- Undertake administration of complex procedures
- Complete and submit forms, returns, etc. including those to outside agencies

## RESOURCES

- Operate relevant equipment/complex ICT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage uniform/snack/other 'shops' within the academy
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Support the administration of facilities including use of academy premises
- Undertake financial administration procedures
- Assist with planning, monitoring and evaluation of financial procedures

## 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 meetings when required
- 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 postholder. 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.

## SAFEGUARDING

- All staff must adhere to the Trust's safeguarding training (appropriate for job role) including policies, procedures, latest Keeping Children Safe in Education guidance and Working Together to Safeguard Children DfE 2018.

## ADDITIONAL RESPONSIBILITIES

- The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations. These may include:
  - to work flexibly between the hours of 8am and 6pm including weekends.
  - to work across the Trust if required.
  - to undertake additional training e.g. first aid, Positive Handling.

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 Trust 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 line manager.

Signed (Employee)	
Date:	
Signed (on behalf of employer):	Name and Role:
Date:	

<b>PERSON SPECIFICATION</b>		
<b>Qualifications and Experience</b>	<b>AM</b>	<b>E/D</b>
NVQ Level 3 or above in administration or relevant equivalent in this discipline	A	E
GCSE Grade C/4 or above in English and Mathematics	A	E
Previous administrative experience	A	E
Level 3 or above in administration or relevant equivalent in this discipline.	A	E
Experience of using ICT Microsoft packages, word/excel	A/I	E
Experience of managing management information systems (MISs)	A/I	E
Experience of maintaining efficient and accurate records	A/I	E
Experience of working in an education setting and using school-based systems, including SIMS.	A/I	D
Experience of financial procedures and cash management and associated procedures	A/I	D
<b>Knowledge, Abilities and Skills</b>		
Excellent organisational skills and the ability to work methodically and collaboratively to ensure deadlines are met	A/I	E
Ability to prioritise workload, meet deadlines and manage own time effectively	A/I	E
Excellent oral and written communication skills including preparing PowerPoint presentations	A/I	E
Self-motivation and ability to use initiative	A/I	E
Demonstrable negotiating and problem-solving skills	A/I	E
Excellent interpersonal skills and a caring attitude towards pupils, colleagues and parents	A/I	E
Commitment to and understanding of Equal Opportunities and Child Protection	A/I	E
Ability to maintain all aspects of confidentiality at all times	A/I	E
Ability to assimilate, analyse and action information from a variety of sources	A	D
Knowledge of financial management and reporting	A	D
Understanding of Health & Safety issues relevant to the post	A	D
Understanding the importance of confidentiality and an appreciation of the implications of the UK GDPR and the Data Protection Act	A	D
<b>Personal qualities</b>		
Have an enthusiastic and positive attitude towards their work and the Trust's objectives	A/I	E
Being solution focused with a friendly 'can do' attitude	A/I	E



To be resourceful and creative	A/I	E
Ability to work flexibly and co-operatively within a team	A/I	E

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

E – Essential,

**D - Desirable**

**Important:** In the first instance, applications are assessed against the criteria listed above, in addition to overall presentation, use of standard English and grammatical accuracy.

Where applications do not meet the expected standard, they will be rejected before being matched to the person specification.

## HOW TO APPLY AND EXPLANATORY NOTES OF THE PROCESS

An application form is attached below. 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 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 [pennyman@teesvalleyeducation.co.uk](mailto:pennyman@teesvalleyeducation.co.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 Louise Stogdale, Headteacher.

Pennyman Primary Academy  
Fulbeck Road  
MIDDLESBROUGH  
TS3 0QS

### **Shortlisting 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.

### **Shortlisted candidates will receive:**

- Letter confirming interview details.
- Details of original ID documentation is required to confirm candidates. Photocopies or certified copies are not accepted.
- Criminal Record Self-Declaration Form, which must be brought on the day of the interview in the sealed envelope provided.

### **References for successful Candidate/s**

We may seek references for shortlisted candidate/s and we may also approach previous employers for information to verify particular experience or qualifications before the interview. Any relevant issues arising from references will be taken up post interview.

## **Interview process**

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.

**Please contact the academy office on 01642 314750 to arrange a visit.**

For your information, the recruitment timetable is detailed below:

Closing date:	<b>Monday 20<sup>th</sup> November 2023 at 12.00noon</b>
Shortlisting date:	<b>Monday 20<sup>th</sup> November 2023</b>
Interview day :	<b>Friday 24<sup>th</sup> November 2023</b>
Contract Start Date:	<b>As soon as possible or following notice period.</b>

## EQUALITIES INFORMATION AND OBJECTIVES STATEMENT

As an academy we ensure that our vision, values and ethos meet the expectations of the equality and diversity guidelines and legislation set out by the Equality and Human Rights Commission. This includes the following 9 protected characteristics:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnerships
5. Pregnancy and Maternity
6. Race
7. Religion or belief
8. Sex
9. Sexual Orientation

### **Objectives Statement**

1. To support children's sensory, academic and communication skills to enable them to develop holistically.
2. To ensure high expectations across all aspects of the academy (as outlined in objective 1) to ensure children make the best progress according to their individual starting points.
3. To continue to monitor attendance of all groups of children in the academy.
4. To review levels of parental and pupil engagement in learning and academy life, across all activities and ensure equality and fairness in access and engagement.
5. To ensure the academy environment is as accessible as possible to pupils, staff and visitors.

# EMPLOYMENT APPLICATION FORM

Please complete all sections of the form fully: CVs will not be accepted. Please note that providing false information will result in the application being rejected or withdrawal of any offer of employment, or dismissal if you are in post. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink.

<b>Vacancy Job Title</b>		<b>Job Ref Number</b>	
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## PART 1

### INFORMATION FOR SHORTLISTING AND INTERVIEWING

<b>Initials</b>		<b>Surname or Family name</b>	
<b>Contact Telephone Number</b>		<b>Contact E-mail Address</b>	

**2. LETTER OF APPLICATION** Please enclose a letter of application of no more than 2 A4 pages which details why you are suitable for the post, your experience to date and how this meets the person specification.

### 3. PRESENT / LAST APPOINTMENT

<b>Name, address and telephone number of last employer/school/academy</b>	
<b>Job title</b>	
<b>Date appointed to current post</b>	
<b>Permanent/Temporary</b>	
<b>Full Time/Part Time</b>	
<b>Current salary</b>	
<b>Notice period</b>	

## 4. FULL CHRONOLOGICAL HISTORY

Please provide a full history in chronological order (most recent first) since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Name and address of school, other employer, or description of activity	Dates				Reason for leaving
		From		To		
		Mth	Yr	Mth	Yr	
1						
2						
3						
4						
5						
6						
7						
8						

Please enclose a continuation sheet if necessary



**5. SECONDARY EDUCATION & QUALIFICATIONS**

Name of School/College	From	To	Qualifications Gained (Date and Grade)

**6. HIGHER EDUCATION**

Names and Addresses of University or College and/or University Education Department	Dates From To	Full or Part-time	Courses/subjects taken and Grade	Date of Examination and Qualifications Obtained

**7. PROFESSIONAL COURSES ATTENDED** Please list relevant courses attended in past 3 years.

Subject	Organising Body	Date(s)	Duration

**8. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS**



**9. REFEREES**

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

**First referee**

<b>Title and Name</b>	
<b>Address and post code</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Job Title</b>	
<b>Relationship to applicant</b>	
Please tick if you <b>do not</b> wish this referee to be contacted prior to interview <input type="checkbox"/> (Please be aware that this could delay the interview process)	

**Second referee**

<b>Title and Name</b>	
<b>Address and post code</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Job Title</b>	
<b>Relationship to applicant</b>	
Please tick if you <b>do not</b> wish this referee to be contacted prior to interview <input type="checkbox"/>	

(Please be aware that this could delay the interview process)

## PART 2

This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

### 10. PERSONAL INFORMATION

Surname or family name	
All previous surnames	
All forenames	
Title	
Date of Birth	
Current Address	
Postcode	
Resident at this address since	
Home telephone number	
Mobile telephone number	
Email address	
National Insurance Number	
Have you ever been subject to a child protection investigation by your employer or the General Teaching Council/Teaching Agency/former Independent Safeguarding Authority?	Yes      No If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions.
Are you subject to any legal restrictions in respect of your employment in the UK?	Yes      No If YES please provide details separately
Do you require a work permit?	Yes      No If YES please provide details separately
Are there any special arrangements which we can make for you if you are called for an interview and/or work-based assessment?	Yes      No If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).
Are you related to or have a close personal relationship with any pupil, employee, trustee, member or local academy chair?	Yes      No If YES give details separately under confidential cover
<b>TEACHERS ONLY</b>	
Early Career Teachers ONLY: Have you provided evidence of passing the Skills Tests? <i>Please tick or cross</i>	Numeracy Literacy ICT <span style="float: right;">(if applicable)</span>
DfE reference number (if applicable)	
Did you qualify as a teacher after May	Yes      No

1999? (if applicable)

If Yes, in which school was induction completed?

## 11. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service. Failure to declare any convictions (that not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Do you have **ANY** convictions, cautions or reprimands, warnings or bind-overs?  
Please tick the relevant box

Yes

No

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and bring this with you on the day of your interview. If you would like to discuss this beforehand, please telephone in confidence to the Headteacher for advice. In accordance with statutory requirements, an offer of employment will be subject to satisfactory DBS clearance.

## 12. UK GDPR and DATA PROTECTION ACT

The information collected on this form will be used in compliance with the UK GDPR and Data Protection Act 1998. The information is collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, to trustees, Occupational Health, DfE, Teachers Pensions Agency and local government pensions scheme, Department for Education, pension, payroll and personnel providers including relevant statutory bodies. For further information refer to the trust's privacy policy via Tees Valley Education website: <https://www.teesvalleyeducation.co.uk/>.

You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud.

## 13. NOTES

- a) When completed, this form should be returned in accordance with the instruction in the advertisement for the job or in the applicant's information pack.
- b) Canvassing, directly or indirectly, an employee, trustee, member, local academy chair will disqualify the application.
- c) Candidates recommended for appointment will be required to complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

## 14. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or dismissal if I am in post. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

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Signature of applicant

Date

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Print name



This section of the application form will not be available to the shortlisting/interview panel.

### PART 3 EQUALITY AND DIVERSITY MONITORING

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the UK GDPR and Data Protection Act.

Ethnic Group	Workforce Census Code	Please tick
White	WBRI British English Welsh Northern Irish Scottish	
	WIRI Irish	
	OOTH Irish Traveller	
	OOTH Gypsy	
	WOTH Other White background	
Mixed	MWBC White and Black Caribbean	
	MWBA White and Black African	
	MWAS White and Asian	
	MOTH Other Mixed background	
Asian or Asian British	AIND Indian	
	APKN Pakistani	
	ABAN Bangladeshi	
	CHNE Chinese	
	AOTH Other Asian background	
Black or Black British	BCRB Caribbean	
	BAFR African	
	BOTH Other Black background	
Other ethnic group	OOTH Arab	
		<i>Write in:</i>
Prefer not to say	REFU	

**Religion***Please tick*

No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion <i>write in</i>	
Prefer not to say	

**Disability***Please tick*

Do you consider that you have a disability?

Yes	
No	
Prefer not to say	
My disability is: <i>Please tick</i>	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

**Sexual Orientation***Please tick*

Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

**Gender***Please tick*

Female	
Male	
Transgender	
Prefer not to say	

**Personal relationship***Please tick*

Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	