



Administrator

Closing Date Monday 20th February 2023, 9am

Interviews Date: Friday 24th February 2023.

Recruitment Information Pack

Filey Secondary School

Muston Road, Filey YO14 0HG

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Dear applicant,

Thank you for your interest in joining the staff of Filey School.

At our school we know that it is the people that matter the most. We know that what we need to create is a climate and a culture that enables everyone to feel happy and safe in an exciting place to learn.

Our school has four new core values: Kindness, Respect, Integrity and Teamwork. Every member of our school is expected to try their hardest to live out these values every minute of every day.

We believe passionately in our students, we know that with the right support here, and at home, they can achieve great things. They have to believe in themselves and strive for success. This includes accepting the need for the highest standards of attendance, behaviour and always being ready to learn. We insist that every member of our school community works as hard as he or she can, without exception.

Our aim here is to provide all our learners with an exciting, coherent and inspirational curriculum taught by truly talented, professional and hardworking staff. We wish to create a culture that is inclusive, and where the individual and diverse talents of all our students are nurtured and celebrated.

We want to encourage every member of our school community to develop a love of learning. Our aim will always be to do all we can to enable everyone to reach the highest standards of which they are capable. We are committed to ensuring our students are happy, safe and have clear direction and support.

Self-belief, confidence and being proud of our own achievements are the keys to success. The best academic outcomes always occur where a true partnership has been established between home, school and the young person – all of us working together to strive for the best possible education.

I hope you will take the time to visit and see for yourself the culture and values of our school in action.

Good luck with your application.

Michelle Britton Headteacher

Coast and Vale Learning Trust: Our Schools

Newby and Scalby Primary School

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teesside, York and surrounding areas.

Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

To learn more about us please visit -

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](https://coastandvale.academy)



Friarage Primary School

We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the life chances of children and young people in Scarborough.

Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.



To learn more about us please visit - [Friarage Community Primary School - Home \(coastandvale.academy\)](https://coastandvale.academy)

Scalby School

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.

To learn more about us please visit - [Scalby School - Home \(coastandvale.academy\)](https://coastandvale.academy)



Lady Lumley's School

Lady Lumley's School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.



In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley's is on an ambitious journey of school improvement.

To learn more about us please visit - [Lady Lumley's School - Home \(coastandvale.academy\)](https://coastandvale.academy)

Scarborough University Technical College

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College, we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security. Our unique approach provides students with an excellent range of opportunities including Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.



We were judged 'Good' by Ofsted in 2022, with pupils that go on to secure a variety of high-quality placements when they leave the UTC.

Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have improved significantly. We have built a staff team of key support and teaching practitioners who are proud to work at our University Technical College.

To learn more about us please visit - www.scarboroughutc.co.uk

Filey Secondary School

Filey School (11 -16) is on an exciting journey. We have a proud heritage in our local community and are embarking on a period of transformation and improvement.



We aim for every member of our school community to develop a love of learning and enable them to reach the highest outcomes that they can. We are committed to ensuring our students are happy, safe and have clear direction and support.

We joined Coast and Vale Learning Trust in June 2022 and our looking forward to a future where our learners and staff can thrive.

To learn more about us please visit - [Filey School - Home \(coastandvale.academy\)](https://coastandvale.academy)

Application Process

The closing date for all applications is **Monday 20th February 2023 at 9am.**

Interviews will be held on Friday 24th February 2023.

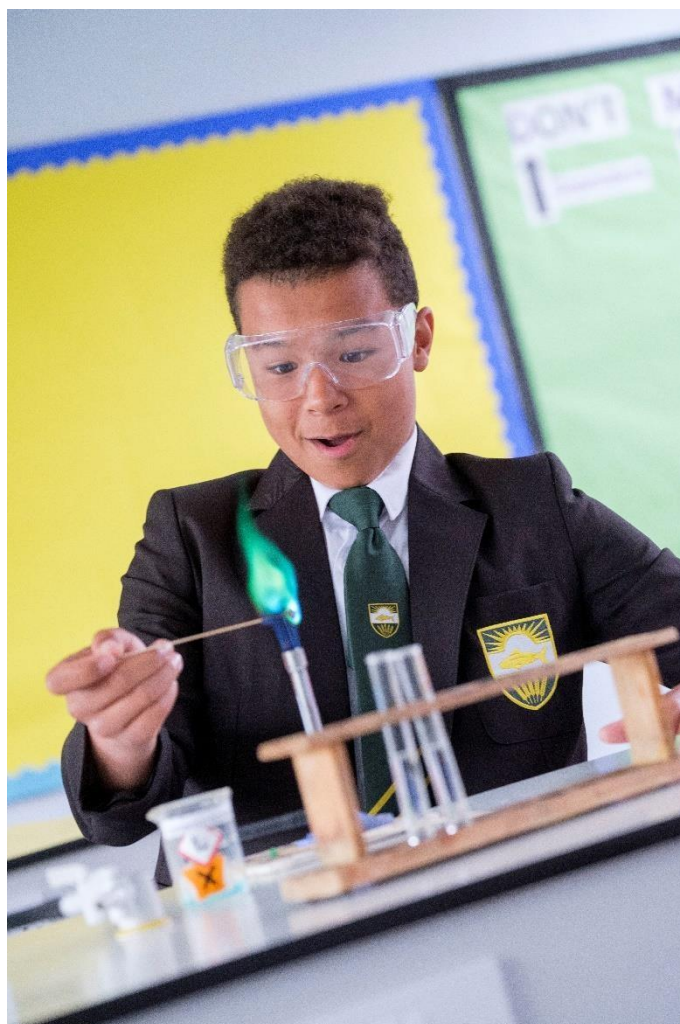
Completed applications must be returned to Danielle Rowley at recruitment@coastandvale.academy

If you think you're the person for the job, please complete the attached application form and send to the email address above by the closing date.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

Queries

Please contact Danielle Rowley at recruitment@coastandvale.academy



JOB DESCRIPTION

POST:	School Administrator
GRADE:	C SCP 2
RESPONSIBLE TO:	Administrator
STAFF MANAGED:	None
JOB PURPOSE:	To provide an administrative support service to the school to ensure the smooth running of the school office on a daily basis.
JOB CONTEXT:	<p>Works within the busy environment of the school office contributing to 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.</p> <p>Enhanced DBS clearance required</p>
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 Senior Administrator. • Undertake simple finance 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. • Maintain a diary of appointments and activities as required. • Redirect customers to other staff for specialist support as appropriate. • To provide medical and first aid support for the school community
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 Senior Administrator.
Resource management	<ul style="list-style-type: none"> • Participate in the school's 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

	<ul style="list-style-type: none"> • Highlight additional training and supervision needed to build on your skills and knowledge.
Safeguarding	<ul style="list-style-type: none"> • Know about safeguarding and 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 Trust'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"> • Coast and Vale Learning 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 Trust Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and

	<p>human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</p> <ul style="list-style-type: none"> • The 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:	October 2022

PERSON SPECIFICATION

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 	<ul style="list-style-type: none"> Experience of Microsoft Office SIMS / Bromcom (School's Management System) Experience of Telephone Systems
Qualifications <ul style="list-style-type: none"> Good GCSEs including Maths & English or equivalent 	<ul style="list-style-type: none"> Level 3 in Office Administration First aid
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. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. 	

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