

# Administration Assistant Candidate Information Pack



**Small enough to care, big enough to deliver a positive impact**

November 2018

## Executive Headteacher's welcome

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Thank you for your interest in this opportunity to join Seaton Valley Federation as Administration Assistant. This role will be based within the busy school main office, engaging with parents, students, staff and members of the the public. This role will mainly be located at Elsdon Avenue but travel to Seaton Sluice Middle School may be required.

Astley Community High School and Whytrig Middle School, which are co-located in Elsdon Avenue in Seaton Delaval, form the Seaton Valley Federation of Schools together with Seaton Sluice Middle School. The three schools share a single governing body.

There has been considerable change within the federation over the last few years with Whytrig Middle School moving onto the Elsdon Avenue site and the federation extending to include Seaton Sluice Middle School.

I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community. I strongly believe that the relatively small size of all three schools provides a great environment in which to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the post then please contact **Ben Watson, Business Manager** on **0191 2371505**



**John Barnes**  
**Executive Headteacher – Seaton Valley Federation of Schools**

## Our ethos and values

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We have three main themes to our ethos:

- 1. To be a school that knows each child really well both academically and pastorally as a complete young person.**
- 2. Everyone within the school is treated with respect and we expect that respect to be mutual.**
- 3. We expect and strive for everyone associated with the school to be as good as they possibly can in all areas of school life. We do not accept not trying and we are never ashamed of doing well and being proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.



All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

## About our schools

| School                       | Age range | Total number of pupils | Number in sixth form |
|------------------------------|-----------|------------------------|----------------------|
| Astley Community High School | 13-18     | 532                    | 137                  |
| Seaton Sluice Middle School  | 9-13      | 322                    | N/A                  |
| Whytrig Middle School        | 9-13      | 229                    | N/A                  |

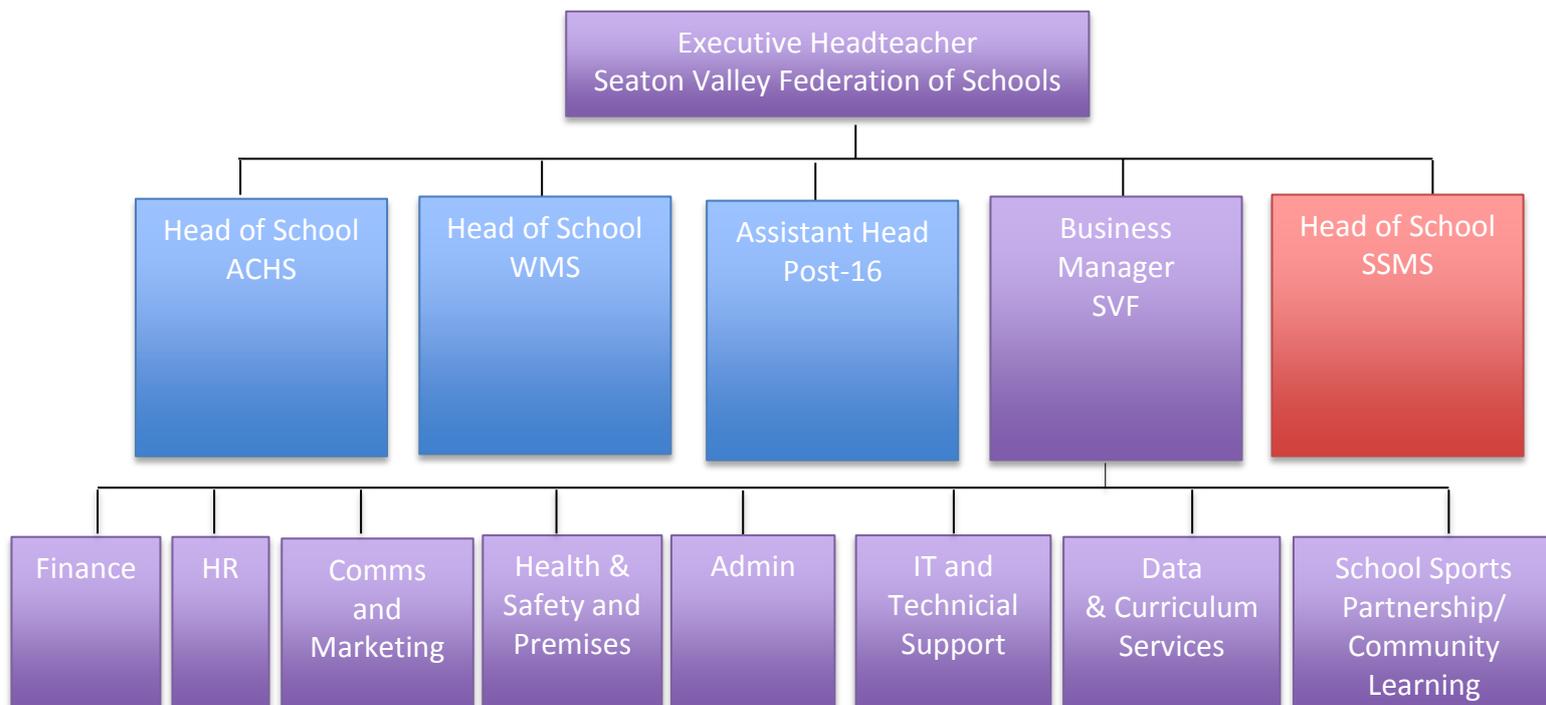
## About our performance

| School                       | Overall effectiveness | Last Ofsted inspection |
|------------------------------|-----------------------|------------------------|
| Astley Community High School | Good                  | January 2016           |
| Whytrig Middle School        | Requires Improvement  | June 2018              |
| Seaton Sluice Middle School  | Good                  | January 2018           |

You can read the full Ofsted inspection reports for each school at:

<https://reports.ofsted.gov.uk/>

## About our structure



## About the Administration Team

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Over the next few pages you will find the advert, job description and person specification for the post of Administration Assistant but we know that you will want to know more about the team.

Joining a team of three administration assistants and an apprentice you will be based primarily at the Elsdon Avenue site, splitting your time between the main office at Astley Community High School and Whytrig Middle School. The reception at Whytrig is manned from 8.30am to 10am in the morning and 3pm to 4.30pm in the afternoon.

The school offices are very busy. Children, parents, staff and visitors will often require your help and support at short notice, so you will need to be able to prioritise and organise your workload effectively. As the first point of contact you will need to be approachable and have good communication skills.

The team is also responsible for first aid in school, you will also need to complete the First Aid at Work qualification if you don't already hold one.

You will work independently on daily tasks which could include reprographics, copying materials for teachers for timetable deadlines, completing mailings and letters, data input and dealing with queries from parents and children.

We use SIMS software, some experience in this would be advantageous.



**Ben Watson**  
**Business Manager**



## **Seaton Valley Federation of Schools**

Elsdon Avenue  
Seaton Delaval  
Tyne and Wear  
NE25 0BP  
0191 237 1505

### **Administration Assistant**

Permanent, Full-Time/Full Year 37 hours per week  
Band 3: £17,681 to £18,672 per annum

### **Small enough to care, big enough to make a positive impact**

This is an exciting opportunity to join our federation of three schools delivering a seamless education to 9-18 year olds throughout Seaton Valley in south-east Northumberland.

We are seeking an experienced Administrator to be one of a team of three working within the busy school main office and engaging with parents, students, staff and members of the public, as well as supporting our community learning provision. The School Offices are very busy and you will need to have a cheerful, flexible and organised approach.

The successful candidate will need to be able to work independently without close supervision within agreed procedures. Tasks will include handling all aspects of administration generated from the normal day-to-day running of the school, which includes answering telephones, using office machinery and greeting parents and visitors.

Approachable and able to relate well to both children and adults, you will have effective literacy and numeracy skills and be able to use word-processing and spreadsheet applications, such as MS Word and Excel, to maintain records and design basic documents to a high standard of presentation. Previous clerical and administrative experience involving direct contact with clients or customers is essential. A first aid at work qualification would be an advantage.

This post is for 37 hours per week, full year. Working hours will be between 8.30am and 4.30pm Monday to Friday. This post attracts 25 days' annual leave, rising to 30 days after 5 years' service, as well as membership of the Local Government Pension Scheme. Annual leave will be taken during the school holiday periods.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? A completed application form and criminal records declaration form must be submitted by **12 noon on Wednesday 5 December 2018** by email to [svfjobs@svfp.org.uk](mailto:svfjobs@svfp.org.uk). It is expected that shortlisting will take place the same day and the assessment process for shortlisted candidates will take place on Tuesday 11 December 2018.

Further information about all of our current vacancies is available at <http://www.svf.org.uk/vacancies>

**NORTHUMBERLAND COUNTY COUNCIL  
JOB DESCRIPTION**

|   |   |   |                                   |
|---|---|---|-----------------------------------|
| <b>Post Title: Administration Assistant</b>   | <b>Director/Service/Sector : Children's Services</b>  |   | <b>Office Use</b>                 |
| <b>Grade: Band 3</b>  | <b>Workplace: Seaton Valley Federation of Schools</b> |   | <b>JE ref: S713<br/>HRMS ref:</b> |
| <b>Responsible to: Business Support Officer – Administration / Clerk to the Governing Body</b>  | <b>Date: September 2015</b>                           | <b>Manager Level:</b>   |                                   |
| <b>Job Purpose:</b> <ul style="list-style-type: none"> <li>• To ensure that as a first point of contact for all stakeholders to the schools' parents, external agencies, parents, governors, members of public receive the appropriate level of support in relation to queries and/or information required.</li> <li>• To provide \ precise and speedy word processing service for routine administration</li> <li>• To collate, generate and compile documents, reports and presentations using a variety of software packages, for internal and external audiences.</li> <li>• To use own initiative to creatively produce resources for internal and external audiences.</li> <li>• Under the instruction/guidance of senior staff: provide specific and/or general administrative/financial support to the Schools, maintaining confidentiality at all times, working to precise and often very tight deadlines.</li> </ul> |   |   |                                   |
| <b>Resources</b>  | <b>Staff</b>  | None  |                                   |
|   | Finance   | Handling and Accounting for Money and Related Resources, Ordering and Receiving Goods   |                                   |
|   | Physical  | Office Equipment, Medical Facilities.<br>Maintaining and Updating Accuracy and Confidentiality of Databases. Interrogation of data bases to support teaching staff, |                                   |
|   | Clients   | Internal (Teachers, Other Staff, Senior Leadership Team, Headteacher, Pupils) and External (Parents, Visitors, Community Users, Members of the Public)              |                                   |
| <b>Duties and key result areas:</b>   |   |   |                                   |
| <b>Organisation</b> <ol style="list-style-type: none"> <li>1. Undertake reception duties and hospitality, answering general and specific telephone and face to face enquiries and signing in visitors</li> <li>2. Deal with complex reception/ visitors, e.g. angry, emotionally distressed or upset clients (i.e. parents, pupils, members of the public)</li> <li>3. Deal with pupil first aid/welfare duties e.g. looking after sick pupils, administering appropriate first aid, liaising with parents/staff, operation of wheelchair or EVAC chair when required</li> <li>4. Responsibility for dealing with parental requests in relation to prescription medication for pupils: <ul style="list-style-type: none"> <li>• Administer, record and observe pupil take medication</li> <li>• Note any reaction and follow through in line with procedures any necessary actions</li> </ul> </li> </ol>                       |   |   |                                   |

5. Assist in arrangements for schools trips, events and routine visits, e.g. school nurse, school photographer, etc
6. Be involved in consultation towards improvement of administrative systems across the school, under the direction of the Business Support Officer

### **Administration**

1. Provide appropriate clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
2. Maintain and update manual and computerised records/management information systems, e.g. Free School Meals data and Exclusion paperwork
3. Coordinate, generate and distribute Exclusion paperwork
4. Produce lists/information/data as required e.g. pupils data, fire call registers
5. During a fire call ensure relevant checklists are cross referenced against people in school, i.e. support staff, visitors, (in/out signature books)
6. Undertake ICT tasks within the L.A approved IT systems e.g. SIMS, as directed.
7. To collate, generate and compile documents, reports and presentations using a variety of software packages, for internal and external audiences.
8. To use own initiative to creatively produce resources for internal and external audiences.
9. Take notes/minutes at meetings including governor meetings
10. Under the direction of senior staff liaise with partner schools regarding a range of transitional year group visits:
  - Prepare lists of pupils
  - Coordinate lists received and prepared into sub groups (as requested), e.g. cross school groups, cross gender groups
  - Prepare mail merge document for the above
11. Sort and distribute mail
12. Undertake a range of administrative procedures as directed by the Business Support Officer or by senior staff.
13. Maintain and collate pupil reports
14. Undertake routine administration of school lettings and community learning provision

### **Resources**

1. Operate relevant equipment/ICT packages (e.g. Word, Excel, databases, Internet, SIMS)
2. Maintain stock and supplies, cataloguing and distributing as required; this includes lifting heavy boxes and storing administrative stationery supplies
3. Provide general and specific advice and guidance to staff, pupils and others

Undertake general financial administration

### **Responsibilities**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person. 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.

**Work Arrangements**

|                         |  |
|-------------------------|--|
| Transport requirements: | None   |
| Working patterns:       | Normal Office Hours with occasional evening work.                      |
| Working conditions:     | Occasional lifting of heavy stationery box supplies. Normally indoors. |

## PERSON SPECIFICATION

|   |  |                  |
|---|--|------------------|
| <b>Post Title: ADMIN ASSISTANT</b>  | <b>Director/Service/Sector: Astley Community High School</b>   | Ref: S713        |
| <b>Essential</b>  | <b>Desirable</b>   | <b>Assess by</b> |
| <b>Knowledge and Qualifications</b>   |  |                  |
| 5 GCSE grade C or above, including English and Maths, or equivalent, relevant discipline, e.g. NVQ Customer Services<br>Keyboard processing skills, e.g. Word, Excel at Level 2, e.g. RSA Level 2<br>Very good numeracy and literacy skills<br>Safeguarding training  | NVQ 2 Literacy and numeracy or an equivalent qualification<br>First Aid qualification  | (a)<br>(t)       |
| <b>Experience</b>   |  |                  |
| Experience of general clerical/administrative/financial work<br>Customer care   | Administrative and clerical experience gained in a school or educational establishment<br>Experience of an IT based administration system e.g. Oracle/SIMS | (a)              |
| <b>Skills and competencies</b>  |  |                  |
| Ability to relate to children and adults<br>Ability to work as a member of a team<br>Ability to plan and organise own work load<br>Ability to be resourceful and use own initiative<br>Ability to listen and communicate clearly<br>Ability to use IT effectively<br>Good keyboard skills<br>Knowledge of relevant policies/codes of practice and awareness of relevant legislation                         |  | (a), (i).        |
| <b>Physical, mental and emotional demands</b>   |  |                  |
| Sensitivity and understanding of upset or angry pupils or parents<br>Aptitude of being non-judgemental and able to express sympathy or empathy<br>Periods of working from a standing position, occasionally bending, lifting and carrying heavy boxes<br>Resilience to focus on workload and achieve deadlines despite constant interruptions, i.e. working under pressure<br>A role model for young people |  |                  |
| <b>Other</b>  |  |                  |
| Willingness to participate in training and development<br>Excellent attendance and punctuality  |  | (i)              |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

## Working in the Seaton Valley Federation of Schools

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We always look to strengthen our highly dedicated team of staff with people who have high expectations of students and themselves, can work cooperatively and make a positive contribution to the life of the school. In return we can offer:

- opportunities for continuing professional development
- membership of the Teachers' Pension Scheme (for teachers and tutors) or the Local Government Pension Scheme (for support staff), which the school also contributes to on your behalf
- 25 days' annual leave for support staff who work full year, rising to 30 days after 5 years' local government service
- good transport connections from the A1 and A19 for easy access to Seaton Delaval and Seaton Sluice
- ample staff car parking
- shared premises with Active Northumberland's Seaton Valley Library and Northumberland County Council's Customer Services.

## Living and working in Northumberland

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If you are new to the area, we can assure you that south east Northumberland is a great place to live and work. Seaton Delaval has its own National Trust property, Seaton Delaval Hall, and Seaton Sluice overlooks the coast with its beautiful sandy beaches. It is only a short drive from the Seaton Valley area to enjoy the spectacular scenery of the Cheviot and Simonside Hills and the Northumberland National Park beyond. We are also conveniently located within ten miles of both Newcastle City Centre and Newcastle Airport.



Take a look at [www.visitnorthumberland.com](http://www.visitnorthumberland.com) for more information.

## **Our commitment to professional development**

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We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- North-east teaching schools and Durham County Council provide a range of CPD opportunities so that we can learn from, and develop our professional practice with, other professionals.
- Opportunities to attend local and regional networks are encouraged.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

## **Our commitment to equal opportunities**

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We seek to employ a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that individuals can make when we recognise and embrace individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our recruitment and selection process is designed to be fair and avoid discrimination. Our Equality and Diversity in Employment Policy is available from:

<http://www.svf.org.uk/our-federation/policies>

## Our commitment to safeguarding children and young people

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Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

### How to apply

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Please read the job description/person specification for the post and the guidance notes carefully before completing an application form.

Your completed application form including the names and contact details of two referees and your criminal record declaration form must be **e-mailed** by **12 noon** on **Wednesday 5 December 2018** to: [svfjobs@svlp.org.uk](mailto:svfjobs@svlp.org.uk). **Please ensure the subject/title of your e-mail is Administration Assistant.** In exceptional cases we will accept applications by post however please contact us to discuss this in advance. Please note that we do not accept CVs.

### Contact us

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Address: Seaton Valley Federation of Schools, c/o Elsdon Avenue, Seaton Delaval  
NE25 0BP Telephone: 0191 2371505  
Website: <http://www.svf.org.uk>