



# BRADFORD

## BIRTH TO 19

### Administration Assistant

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St Edmund's Nursery School, Washington Street,  
Bradford, BD8 9QW

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**Job Title** Administration Assistant

**Start Date** May/June 2023

**Company** Bradford Birth to 19

**Location** St Edmund's Nursery School,  
Washington Street,  
Bradford,  
BD8 9QW

We currently support a mixture of office and home-based working. We are happy to consider requests for the post-holder to be home-based, but with at least 3 regular days in Bradford.

**Annual Salary** £21,189 –£21,968 Band 5

## Bradford Birth to 19 is



**50 Things To Do Before You're Five**



**50 Things To Do Primary**



**Bradford Birth to 19's Institute for the Early Years**



**Bradford Birth to 19 SCITT**



**Bradford Birth to 19 Evidence Informed Practice**

## Who we are

Founded on the principles of social enterprise, Bradford Birth to 19 is committed to driving forward social mobility, from the first days of a child's life. For us, that means working in partnership with agencies and families, to provide place-based, whole-child offers which help children and young people to achieve their potential, and lead successful, healthy lives.

Bradford Birth to 19 is a relatively new, growing organisation which is making a significant contribution to learning and health outcomes for children and young people in Bradford and West Yorkshire. Founded in 2013, and growing from an outstanding school, Bradford Birth to 19 now has a national profile, with impact being seen across the UK.

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## Bradford Birth to 19's offer

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- ✓ Our 50 Things initiative helps Local Authorities, Multi Academy Trusts and health agencies to improve their support for parents and children from birth to 11.
- ✓ Our Institute for the Early Years provides professional development and quality improvement support for schools and Early Years settings, local authorities and health services, focused on children aged from birth to five years old. This includes our Stronger Practice Hub offer for the DfE
- ✓ The Bradford Birth to 19 SCITT supports graduates wanting to gain qualified teacher status in the primary and secondary age-phases, and schools wanting to recruit high-quality teachers.
- ✓ Bradford Birth to 19 Evidence Informed Practice provides a range of professional learning offers for schools, and wider agencies. Covering the primary (4-11) and secondary (11-19) age phases, we provide support for school leaders, teachers, and other school staff.

## The Job

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Working as part of the team which leads on administration across our full range of work.

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## Local and national reach

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Locally, Bradford Birth to 19 works with schools, Early Years settings, universities, health, the charity sector, and local & national government partners with the aim of making Bradford a better place to grow up. While much of our work is with schools and settings, we also work with parents, the voluntary sector, health and community groups to support a range of community regeneration initiatives across the district.

We work collaboratively with over 200 nursery, primary, special and secondary schools, private and voluntary early years providers and charities in the local district. Locally, we are held up as a model of outstanding leadership within the Early Years and in parent partnership. We have a strong record of success in Initial Teacher Training, through our Bradford Birth to 19 SCITT. We were a significant partner for Department for Education through the Bradford Opportunity Area, supporting a five-year initiative to improve social mobility in Bradford. This is being sustained through The Alliance for Life Chances, from September 2022.

While the majority of our work is in the Bradford and West Yorkshire area, we are now increasingly working on a regional and national scale, with developing international interest in our work.

**50 Things** reaches out to well in excess of 500,000 children across England, as detailed on our national 50 Things website. 50 Things seeks to help every child reach important developmental, health, learning, and wellbeing milestones, by providing 50 low or no-cost ideas for play to parents and others who care for them. 50 Things is now being rolled out in 20 Local Authority areas across the UK - each locality has its own local 50 Things offer.

To find out about 50 Things:

- ✓ See our national website [here](#). Our Bradford 50 Things website [here](#)
- ✓ Download the 50 Things app on [Android](#) or [iPhone](#)
- ✓ Follow us on [Twitter](#) Instagram or on [Facebook](#)

Our new **Early Years Stronger Practice Hub** is part of the DfE's early years education COVID recovery support. With the aim of sharing and improving practice in early years provision by bringing all types of Early Years providers, from the Yorkshire and Humber region, together. We will be signposting, developing and delivering training opportunities through virtually and face to face events.

## Main Duties & Objectives

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As part of the team which leads on administration across our full range of work, your main duties will include:

- To provide routine clerical support e.g. record and circulate messages to other members of staff, photocopying, filing, scanning, emailing.
- To undertake basic data inputting of computerised records/management information systems.
- To take, prepare and circulate minutes from BB19 meetings when requested.
- To undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- To monitor general enquiry email inboxes and forwarding to appropriate staff within BB19 and assessing the level of urgency
- Undertaking and promoting BB19 to public and external agencies.

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## Benefits and Outcomes

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Working with us is unique! We are a supportive, values-driven organisation. We are small enough to be able to innovate quickly, and to ensure all who work with us are valued and nurtured; and large and successful enough to have influence with and be supported by local and national decision-makers.

The posts we are advertising are as a result of sustained growth, and will be new additions to a growing team.

We are a values-led organisation, supporting the local economy, and we expect all our staff to support our belief that children and young people should be at the centre of everything we do. This means a commitment to community cohesion and social mobility for all children.

We are looking for a highly flexible, hard-working team player who is ready to learn with us, in a supportive, friendly and optimistic team. This post would suit someone who would be interested in developing a career within the charitable sector or within the public sector. You are likely to have had some experience of working with, or for, a charity, or in a community, school, health, or training setting and want a job which will combine the dynamism of partnership development, with the social value of working in the education, health and care sector.

A willingness to attend occasional conferences and meetings away from the area (with full expenses provided) is required, as is the ability to work occasional evenings and single weekend days, when time of in lieu will be given.

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# Person Specification

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## Qualifications

- Minimum of GCSE English and Mathematics at grade C or above (or equivalent).

## Skills

- Good written and verbal communication skills
- Good administrative skills
- Good IT skills
- Ability to work well in a team
- Demonstrable ability to complete work to a high standard, delivered on time
- Assured and personable character and phone manner
- In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level(E)

## Experience

- Experience of general office work

## Knowledge, understanding and disposition

- Working knowledge/use of databases and other software packages e.g. Microsoft Office (Word/Excel/Outlook etc.
- Knowledge of and the ability to use office machinery e.g. photocopiers, scanners, shredding machine etc.
- A passion for making a difference to the lives of all children and families, but particularly those facing social and economic disadvantage

## Satisfactory DBS clearance

**Duration:** 12 months in the first instance, but with the expectation of extending into a permanent contract for the right person, and continuing funding

**Closing Date:** 12 noon Thursday 11<sup>th</sup> May 2023

**Interview Dates:** Friday 19<sup>th</sup> May 2023

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## Application Instructions

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Apply by sending an application and professionally laid out covering letter, an additional CV to Abi Traynor, [abigail.traynor@bradfordbirthto19.org](mailto:abigail.traynor@bradfordbirthto19.org)

When uploading your CV and letter, please make sure you title your document with your name only. We require 1 document – your CV, followed in the same document by your covering letter.

Please ensure you demonstrate in your covering letter and CV how you match every area of the person specification, and tell us how your experience, knowledge and skills will help us grow and succeed.

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## Eligibility

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You must be eligible to work in the UK for the duration of your employment. Information is available at <http://www.ukba.homeoffice.gov.uk/>

### **Support for applicants with disabilities, impairments or health conditions:**

We want to make sure that all candidates have equal access to our recruitment and selection procedures. If you have a disability, impairment or long-term health condition that may affect your ability to submit an application, or if you need any adjustments to be able to attend an interview, take part in the selection process or to carry out the job you are applying for, please contact [abigail.traynor@bradfordbirthto19.org](mailto:abigail.traynor@bradfordbirthto19.org). This will enable us to make any reasonable adjustments. Any information provided will not inform any part of the recruitment and selection process.

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