



Crossley Hall Primary School

Part of Pennine Academies Yorkshire

Recruitment Pack

**Administration Assistant
September 2023**

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Letter from Our Headteacher:

Let us tell you more about our amazing school! We are a **thriving, energetic and vibrant** three-form entry primary school, situated in the Fairweather Green area of Bradford. Our school stretches across three buildings, a mixture of traditional and modern. We form part of Pennine Academies Yorkshire Multi Academy Trust, a growing Trust consisting of 6 schools. Here at Crossley Hall, our team of dedicated teachers bring our curriculum to life, in line with our school values of inclusion, aspiration and happiness.

'Crossley Hall is a safe haven for all our pupils. A place where pupils and staff alike feel at home welcomed and accepted. We embrace those quirky traits, nurture imperfections and value differences. Inclusion here is a mind-set, not an intervention, program or specific 'room' in school. It is a way of thinking, it is who we are!'

Reading, writing and maths are taught using evidence-based principles such as 'White Rose Maths' and a bespoke writing curriculum. Our approach to teaching the wider curriculum uses our 'Bradford roots' as the underpinning starting point. We complement our classroom-based learning with lots of additional experiences to promote both academic achievement and **wellbeing**. Every year, each year group has the opportunity to visit three or more places to enhance their learning experiences. We believe all our children are included in all external visits so that they can experience the world beyond Bradford and aspire to be whatever they want to be.

The behaviour of our pupils is good because we build **positive relationships** based on mutual respect- everyone is expected to be kind, polite and hard working. As a school, we actively promote diversity, tolerance and respect for people of all faiths and backgrounds, and there is a real sense of harmony and dedication from staff and pupils alike. Our pupils love coming to school! We enjoy celebrating each other's successes in our weekly Celebration Assembly' which parents enjoy attending too.

Mental Health and Wellbeing are central to what we do here at Crossley Hall Primary School. Members of our SLT are trained Youth Mental Health First Aiders. We also actively support the wellbeing of our staff; two members of our staff are trained as Mental Health First Aiders and can provide support/advice to our staff.

Not only do we have **enthusiastic**, well behaved pupils, we also have a talented team of motivated and dedicated professionals, who, along with the leadership team, are united in the strong sense of ambition for the school. Our team of Support Staff are confident and highly skilled. Our **inclusive ethos** resonates throughout the school, and we are proud to cater fully for our children with additional needs. Our Resourced Provision for children with Communication and Interaction Needs (including Autism) work closely and collaboratively with the rest of the school.

Finally, please be rest assured that we take the Professional Development of all staff seriously. We listen to our staff's needs and develop bespoke CPD opportunities across the year. We welcome you to come and visit and find out more!

Eleanor Monnery

Headteacher



Headteacher: Mrs E Monnery

OUR SCHOOL IS PART OF THE PENNINE ACADEMIES YORKSHIRE



**We need an Administration Assistant for September 2023
Band 5 SCP 4 - 6 (Actual Salary £18,426 - £19,171)
37 hours per week, Monday - Friday, TTO**

Are you keen to work in a large, vibrant and energetic primary school?

Are you passionate about inclusion and equality of opportunity for all pupils?

Do you have experience working within a school environment?

We are looking for an Administration Assistant to join our team from September 2023. The successful candidate will have met the requirements of the person specification and will be subject to a DBS check. We welcome applications regardless of age, gender, ethnicity or religion.

As an Administration Assistant at Crossley Hall Primary, we will offer you:



- ✓ *Enthusiastic, staff who strive to give the children the best opportunities*
- ✓ *A straight talking yet supportive leadership team, with a great sense of humour!*

What Ofsted say (May 2023):

- ✓ *'The first of Crossley Hall's school values is inclusion. This is apparent in every aspect of the school's work.'*
- ✓ *'Pupils are confident when recalling their learning about protected characteristics.'*
 - ✓ *'The curriculum for pupils' broader development is strong.'*
 - ✓ *'Pupils behave well in lessons at Crossley Hall.'*



Visits to school are strongly recommended; please ring the school office to make an appointment. For further information, interested candidates are requested to contact the Operations Manager – Emily Jarockyj at e.jarockyj@chps.paymat.org or contact Emily on 07741164878.

Closing date: 19th July at 9am Shortlisting: 19th July 2023 Interview: 21st July 2023

JOB DESCRIPTION – Administration Assistant

Job Title/Post: Administration Assistant

Date: September 2023

Salary: Band 5 SCP 4-6

Responsible to: Senior Administrator

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining Pennine Academies Yorkshire to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

- Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
- Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- Pennine Academies Yorkshire is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
- Pennine Academies Yorkshire is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

To provide routine general clerical, administrative, financial support to the school.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Assisting in the supervision of students on work experience, trainees and voluntary helpers with whom the postholder is working.

SUPERVISION AND GUIDANCE:

Under the direction/instruction of senior staff.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

To maintain the confidential nature of information relating to the school and its pupils, parents and carers. General responsibility for the care of all equipment and materials within the designated area of the school.

CONTACTS:

Internal at all levels, Parents / Carers, Trustees, Community Groups, Health, Social Services, Police, Local Education Authority, Education Bradford, Contractors, External Agencies.

RANGE OF DUTIES INCLUDE:

ORGANISATION

- Undertake reception duties, answering routine telephone and face-to-face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

ADMINISTRATION

- Provide routine clerical support e.g., photocopying, filing, emailing, complete routine forms, sort and distribute mail
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks

- Undertake routine administration e.g., registers/school meals/ parent pay/Arbor
- To be responsible for booking of trips with other members of the admin team
- To be responsible for parent pay with other members of the admin team
- To raise orders on PSF and goods receipt items
- To take responsibility for the school website and social media
- Support the Operations Manager with HR administration

RESOURCES

- Operate office equipment e.g., photocopier, computer
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration e.g., collect and record dinner money

RESPONSIBILITIES

- To 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.
- To be aware of and support differences and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
- To support the office with admissions for nursery and main school
- To deal with new starters and leavers on the Arbor System
- To use initiative and take on processes and procedures independently

KNOWLEDGE, SKILLS AND APTITUDES:

(See Personnel Specification)

EFFORT DEMANDS:

- Will assist in maintaining the good discipline of pupils throughout school and be expected to use good common sense, develop creative solutions and use initiative in all matters relating to the conduct and behaviour of individual pupils, groups of pupils and whole classes, the safety, mobility (if required), hygiene and well being of the pupils; making decisions both within and often outside established working practices and procedures.
- Will recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant school policy and procedures.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.
- Acting as a role model, will use specialist skills and training experience to establish productive and constructive working relationships with pupils, setting high expectations, motivating and interacting with them, being aware of their individual needs, supporting difference and ensuring all pupils have equal access to opportunities to learn and develop whilst responding appropriately.
- Will have the ability to cope with the requirements of the post, which may include working with pupils who have emotional/behavioural/physical difficulties.
- Will use specialist learning skills/training/experience to support pupils.
- Use own initiative and organise own workload, pay attention to detail, work to deadlines and manage conflicting priorities whilst making decisions where appropriate within established and non established working practices.
- Will contribute to the overall ethos/work/aims of the school.
- Will support, uphold and contribute to the development of the schools Equality policy in respect of both employment issues and the delivery of services to the community.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise reporting any concerns to the designated officer in line with school policy and procedure.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

FLUENCY DUTY

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Advanced Threshold Level

Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly
- Explain difficult concepts simply without hindering the natural smooth flow of language
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required)

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act
- Must be legally entitled to work in the UK

PERSONNEL SPECIFICATION

	ESSENTIAL (E)/DESIRABLE (D)
EXPERIENCE:	<ul style="list-style-type: none"> • Worked within a school office previously. (E) • Experience in all ICT packages including Microsoft Office software Arbor/Parentpay /Parago/PSF. (E) • Excellent organisational and time. (E) • Excellent telephone manner. (E) • Ability to use initiative and multitask. (E) • Ability to fulfil all spoken aspects of the role with confidence. (E) • Experience of working in a school. (E)
QUALIFICATIONS/ TRAINING	<ul style="list-style-type: none"> • 5 GCSEs including English and Maths Grade C or above or equivalent. (E) • Health and safety qualification, e.g. First Aid. (D)
KNOWLEDGE/ APTITUDES/ SKILLS:	<ul style="list-style-type: none"> • Evidence of self-development. (E) • Willing to undertake training as required and assist in training colleagues. (E) • Evidence of Training in advanced ICT applications. (D) • Knowledge and understanding of dealing with people. (E) • Knowledge of education and policies and procedures relating to working in a school (D) • Ability to work under pressure and meet conflicting demands within deadlines • Ability to communicate effectively at all levels. (E) • Flexible and positive approach to change. (E) • Willing to work as part of a team. (E) • Professional and customer service orientated. (E) • Ability to maintain a high level of confidentiality and discretion at all times. (E) • Complex problem solving. (E) • Proactive. (E) • Creative thinking. (D) • Able to contribute to the wider school community and activities. (D)
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Flexible in terms of working evenings on occasion in line with school calendar. (E) • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level. (E) • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996) (E) • Will not require holiday leave during term time (E) • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required) (E) • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2012.