



**North East  
Learning Trust**

**Administration Assistant  
Teesdale School & Sixth Form**  
Applicant information pack

# Administration Assistant

**Required for February 2023**  
**Term Time, Permanent Contract**  
**Salary Grade 2 SCP4 - SCP6**  
**Actual Salary £18,216 - £18,886**  
**(£21,189 - £21,968 FTE)**

Teesdale School and Sixth Form is a part of the North East Learning Trust and is seeking to appoint an Administration Assistant to join our dedicated team.

You will play have an important role within our busy administration office, delivering administration support to all colleagues as well as working with our school administration/finance systems.

We have 700 children across Key Stages 3 and 4 and Post-16. Our school size means that we can really get to know our students; know who they are; their aspirations, ideas, talents and dreams, bringing out the best in them, helping to champion their ambitions and giving them a great start in life. Teesdale School is a place where traditional values of kindness, respect and hard work take precedence.

Teesdale School and Sixth Form was rated as 'Outstanding' by Ofsted in June 2019.

Our vision, along with all schools in the Trust, is that every child experience excellences every day.

## **We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

## **We can offer:**

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

## **The successful candidate will:**

- Hold a NVQ 2 in Business Administration (or equivalent).
- Have English & Maths at GCSE 9-4 (A\*-C) / NVQ (or equivalent)
- Experience of working in an administrative/customer/financial services setting
- Have excellent IT skills
- Have excellent interpersonal skills
- Have a flexible approach to work.

**Deadline: Thursday 5<sup>th</sup> January 2022, 9am**

## **How to apply:**

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned by email with application forms to Karen Watson, Support Services & Exams Manager at [karen.watson@teesdaleschool.co.uk](mailto:karen.watson@teesdaleschool.co.uk). Please do not submit a CV unless it is to compliment your application form.



# Job description

**Post title:** Administration Assistant  
**Responsible to:** Office & Data Manager  
**Responsible for:** The delivery of effective and responsive school administration  
**Salary Band:** Grade 2 SCP4 – SCP6

## Job Purpose:

To support the Office & Data Manager in the day-to-day delivery of the school office, to ensure the provision of a flexible and responsive administration and reception service to support all staff, pupils and the wider school community.

## Duties and Responsibilities:

### Administration

- To support with the full range of the day-to-day administration and reception service as directed.
- To act as first point of contact and deal effectively with all reception matters involving visitors, parents, carers, students and staff.
- To direct telephone calls to the appropriate people and deal with enquiries in a professional and efficient manner.
- To monitor office emails, forwarding to appropriate staff as required
- To ensure all incoming and outgoing post is dealt with appropriately
- To monitor security and ensure that visitors are dealt with appropriately.
- To arrange Hospitality where required for guests and meetings.
- To use the text messaging service to communicate with parents when requested
- To ensure the secure storage of student medication and monitoring of expiry dates.
- To assist with student welfare, administering First Aid and medication in line with school policies, liaising with parents/staff where appropriate, overseeing and ordering replacement First Aid supplies.
- To oversee the lost property process

### Finance

- To maintain the Proactis system and deal with any discrepancies, including placing purchase orders, check deliveries.
- To deal with returns, credit notes and refunds.
- To deal with BACS request, completing required elements of the form.
- To liaise with and submit all required paperwork to the central Finance Team regarding invoices and purchase card orders.
- To collect, count and check all dinner money from the cash machines and kitchen.
- To book cost effective transport for school trips.

**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.**

## Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## **Safeguarding**

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## Person specification Administration Assistant

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>NVQ 2 in Business Administration or equivalent qualification in a relevant discipline.</li> <li>3 GCSEs (A* - C / 9 – 54) including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>NVQ 3 in Business Administration or equivalent qualification in a relevant discipline.</li> <li>First Aid qualification (or willingness to undertake)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working in an administrative environment</li> </ul>	<ul style="list-style-type: none"> <li>Relevant experience in a school/educational setting</li> <li>Experience of working in a financial environment</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>Good literacy/numeracy skills</li> <li>Ability to use relevant office equipment effectively.</li> <li>Knowledge of school information and financial systems e.g. SIMS</li> <li>Excellent communication skills, (verbal and written).</li> <li>Good IT skills – ability to use relevant ICT applications e.g. MS Word, Excel</li> <li>Ability to work as a team</li> <li>Ability to follow instructions and work to deadlines</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>Self-motivated</li> <li>Ability to work under pressure</li> <li>Ability to maintain high levels of confidentiality</li> </ul>	

### References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

**Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

**Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.