



**Whitby School**  
Ad finem terrae

**Senior Administrator**

**Recruitment Information Pack**

**NYES** | **Resourcing  
Solutions**

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## Whitby School

Whitby School is a new school; an exciting development for the Whitby community. Our school will be a positive, warm, and welcoming school where pupils will aim to do their very best and take pride in their achievements. By constantly challenging our pupils to excel, we will nurture aspirations and strive to cultivate a lifelong love of learning in our young people.

We are looking for colleagues who will provide a creative, safe, and caring environment where every child is known and cared for as an individual. In this climate, every young person can thrive as they develop in personality, character and intellect and become a highly successful learner and individual.

We believe we can provide a unique education for our young people. As a school at the heart of the community it serves, we will work in partnership as a school community to ensure our children not only receive a broad and balanced education but also allow them to enjoy the area they live in and make a positive wider contribution to the area.

At Whitby School, every pupil will be known, valued, and cared for as an individual. We will celebrate our pupils' talents, achievements, and successes, and understand and support pupils where they need help. We believe that every pupil has the ability, strength, talent, and determination to achieve their potential. As a school, we will therefore aim to provide our pupils with the very best education possible, by providing a wide and comprehensive curriculum and extra-curricular activities.

Whitby School will open in September 2024 following the merger of Eskdale School, Caedmon College and Whitby Sixth Form. The school will be split across two main sites: Lower School (Y7 & Y8) will be based on our Airy Hill site and Upper School (Y9-Y13) will be based on our Prospect Hill site.

If you are looking for your next career move, then join us as we look forward to beginning an exciting new chapter for secondary education in Whitby.

## **Application Process**

The closing date for all applications is **12 noon, Friday 4<sup>th</sup> October**

Interviews will be held week commencing **7<sup>th</sup> October**

### **Apply via the NYC Jobs Page**

Please contact us if you need an application form in a different format.

Unfortunately we do not accept CVs.

An email will be sent to shortlisted candidates with details of the interview process.

***When applying please take into account the following:***

### **Supporting Information**

**The supporting information section** of your application should clearly evidence your ability to meet the requirements we have outlined in the person specification (see application pack). This will be used to shortlist applicants for this role and therefore it is imperative that you provide evidence as requested.

### **References**

When completing your application, please provide two employment referees. Generally, this is your current and most recent employer.

### **Queries**

please contact Chloe Bullen at [Chloe.Bullen@northyorks.gov.uk](mailto:Chloe.Bullen@northyorks.gov.uk) or on 01609 536 964

*Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and therefore subject to an enhanced DBS certificate and barred list check. An online search may be conducted for successfully shortlisted applicants.*

## Job Description

**Job title:** Senior Administrator

**Salary:** Grade G

### **Main purpose**

The Senior Administrator provides a crucial service of general administrative support across the school federation, and has overall responsibility for several key functions such as Health and Safety and the maintenance and accuracy of the Single Central Register. The role involves close liaison with several key stakeholders such as Senior Team and Governors.

### **Duties and responsibilities**

#### **General administration**

- Organise and control the administrative and clerical support to the Headteacher and staff
- Organise and manage the Information System requirements to provide up to date support for the school
- Contribute to the development of administrative policies and procedures
- Submitting DfE returns in a timely manner
- SAT/Phonics/STA returns
- Responsibility for obtaining and maintaining confidential information e.g. pupil and staff records
- Maintaining and updating the federation website
- Writing and updating key policies with the HT and Governors
- Writing and updating risk assessments
- Organising day to day finance
- Contribute to budget setting and support the HT, Bursar and Governors in ensuring value for money
- Supporting effective and transparent procurement procedures

## **Safeguarding**

- Maintaining an accurate, watertight Single Central Register with particular focus on school inspections
- Use CPOMS or a similar child protection monitoring system effectively and accurately
- Adhere to data protection legislation
- Maintain confidentiality as detailed in procedures
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with
- Have an awareness and basic knowledge where appropriate of the most recent legislation

## **Health and safety**

- Meeting with the Health and Safety Advisor (NYCC) to complete full site reviews
- General health & safety, ensuring general safety and compliance of site safety
- Promote the safety and wellbeing of pupils and staff

## **Professional development**

- Take part in the school's appraisal procedures
- A willingness to attend further training and development in order to improve the effectiveness of their role
- Where appropriate, take part in the appraisal and professional development of others

## **Communication**

- Ability to exchange information with a variety of audiences in a professional manner using a range of different technologies.
- Communicate effectively with pupils, parents and carers in a warm and welcoming manner
- Ability to take minutes of internal meetings occasionally

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### **Management of staff and resources**

- Manage the delegated administration/support staff to ensure effective performance of duties.
- Process orders and payments for stationery, equipment etc.
- Be responsible for the induction and training of delegated support staff in computer systems, procedures and school policies.
- Participate in training and other learning activities and performance development as required.
- Attend staff meetings and training days and management team meetings by agreement with the Headteacher
- Contribute to the recruitment and professional development of teachers and support staff
- Deploy resources delegated to them effectively.
- Arrange for supply cover ( if needed) at the last minute.
- Liaise with the school caretaker about maintaining the school site

**Notes:** This job description may be amended at any time in consultation with the postholder.

### Person Specification

Essential upon appointment	Desirable on appointment
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of admin and office systems</li> <li>• Knowledge of health &amp; safety regulations &amp; procedures</li> <li>• Knowledge of school procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of the child protection online messaging system</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in public or private sector finance and administration</li> <li>• Previous experience of working in a school environment</li> <li>• Experience of operating administrative systems, including Microsoft office</li> <li>• Previous experience of working with MIS/Scholarpack</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in maintaining and updating websites</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Good ICT skills and the ability to use the keyboard with speed and precision</li> <li>• Good written and verbal communication skills</li> <li>• Budget management skills</li> <li>• Statistical skills</li> <li>• Analytical Skills</li> <li>• Problem solving skills</li> </ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent</li> <li>• Level 3 qualification in Business / Finance / Administration or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate first aid training</li> <li>• Level 2 Word Processing qualification or equivalent</li> </ul>



**Personal Qualities**

- Attention to detail, neatness and accuracy
- Organisational skills
- Ability to work successfully in a team
- Confidentiality
- Ability to work to deadlines and prioritise own workload
- A very strong work ethic, someone who is prepared to 'roll their sleeves up' and assist with any tasks as needed and following instructions from senior management

**Other Requirements**

- To be committed to the school's policies and ethos
- To be committed to Continual Professional Development.
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- A commitment to abide by and promote equal opportunities, Health and Safety and Child Protection Policies
- Enhanced DBS clearance required

# APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNCIL

## IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

### Data Protection

The information that you state on this application form will be used by the school and the Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [www.northyorks.gov.uk/working-us](http://www.northyorks.gov.uk/working-us).

### Rehabilitation of Offenders

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This includes any information deemed relevant as part of Keeping Children Safe in Education which may arise in an online search undertaken on shortlisted candidates. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

### Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

### Canvassing

You must not try to influence an elected Council Member, any council employee or a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a governor you must indicate this in the relevant section of the application form.

## Policy Statement on the Recruitment of Ex-offenders (Source [www.gov.uk](http://www.gov.uk))

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.