



**Part-Time Administrator (with MSA duties)
Applegarth Primary School**

Recruitment Information Pack



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Applegarth Primary School

Dear applicant,

On behalf of the children, staff and governors of the school, we would like to extend a warm welcome to you. Our school is situated in the market town of Northallerton; the local area has a rich historical heritage. This is a key aspect of our curriculum for which we have been awarded national accreditation as a Heritage School.

Since my appointment in September 2019, there has been significant change for improvement and you are joining us alongside a recently appointed Deputy Headteacher who has brought further strength and energy to the leadership team. We have a committed, long-standing and loyal staff along with a growing number of newly-appointed teachers and leaders, so it really is an exciting time to join our team.

Every Child a Reader

At Applegarth Primary School, we recognise the importance and value of reading; it is for this reason we have placed reading at the heart of our whole school curriculum. We are relentless in our efforts of ensuring that learning to read progresses to reading, effortlessly, to learn; this is why our approaches to phonics and early reading are the foundations for our children's learning, not just in English but across the whole curriculum and all learning opportunities.

Developing children who become lifelong readers and who choose reading for pleasure is essential. It is for this reason we have made significant changes to our reading environments, reading resources and provided a wide range of opportunities for children to participate in exciting virtual author events. To support reading across the curriculum, children have exposure to a wealth of high-quality texts, feeding their imagination, and igniting a love of reading and learning. Reading for pleasure begins in developing confident and competent readers, we place high value of teaching and learning opportunities which promote and develop both reading fluency and comprehension.

Technology

At Applegarth, we believe that the use of innovative technology has a significant impact on pupil outcomes. Our Computing Lead runs CPD for the Swaledale Alliance and has provided school-to-school support on ICT and computing. Pupils who attend Code Club use a vast array of technologies: Crumbles, Raspberry Pies, Microbits and a range of coding software. This entitlement is also built into our curriculum. A recent visitor to school described us as: "Preparing children for the future by combining new technologies with a real appreciation of nature".

Extra-Curricular Opportunities

We are passionate about engaging children in after school and sports activities both in school and within the local community. We work relentlessly to create opportunities for pupils to start a love of sport and to nurture their talents in other areas. The children can attend a variety of school-organised clubs in sports and other areas. Over the course of this year, we have offered: Book Clubs, Arts and Crafts, Karate, Cricket, Code Club, Dance, Rugby, Football, Gymnastics, Military Kids Club, Archery and Crochet. Qualified coaches lead sports clubs on site. We take part in many inter-school sports competitions and ensure that a wide range of pupils have the opportunities to be involved whilst developing skills and expertise. We are proud of our four School Games Gold Awards; we are now focusing on achieving the Platinum Award.

Partnerships

Successful partnerships between the school, the parents and the pupils enable each pupil to take full advantage of all that our school has to offer. Our partnerships also extend to us working closely with other schools. We work collaboratively with local primary schools in The Beacon Partnership; this provides opportunities for schools to share resources, benefit from the growing strengths of each school, and provide shared events and experiences for children.

We are also a partner school in the wider Swaledale Alliance. All members benefit from collaborative support to improve learning outcomes for pupils and continued professional development (CPD) of educational debate and training beyond. We are also a Schools North East partner school which gives us access to high-quality networking and training opportunities at the regional level too.

Outdoor Learning

We value outdoor learning for all children and we maximise our school grounds and local area. Our grounds include a well-designed nature area, a pond, a bug hotel, hen coop, vegetable and fruit zones, a mud kitchen, climbing apparatus and a sports field. We have two members of staff with Level 3 Forest Schools accreditation and one with Level 2. Our Reception Class learn in the Wildlife Area on Forest Fridays and Wild Wednesdays.

Yours sincerely,

Mr. Justin Peoples
Headteacher

Rev. Claire Soderman
Chair of Governors

Application Process

Queries, Visits / Calls with the Head

Please contact Chloe Bullen on 01609 536 964 or via chloe.bullen@northyorks.gov.uk
Chloe has been engaged to support us with recruiting to this exciting opportunity.

How to apply

Application closes: 11:59pm, Wednesday 26th June

Shortlisting: Thursday 27th

Assessment Day: Week commencing 1st July

Proposed Start Date: September 2024

Please apply via NYC Jobs

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

Unfortunately we do not accept CVs.



Administrator Job Description

Post title:	School Administrator
Grade:	CD
Responsible to:	School Admin Officer / Headteacher / Business Manager
Staff managed:	None
Directorate:	Children and Young People's Service
Job family:	C&A - Customer & Administration
Date of issue:	August 2023

Safeguarding Statement

- Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, budget monitoring and reception service, where excellent organisational skills are essential in order to deal with the variety of tasks that need to be undertaken
- Enhanced DBS clearance required

Job Purpose:

- To provide an administrative support service to the Headteacher and the school under the direction or instruction of the Headteacher or other senior staff. This may include some basic finance duties and the role may involve the post holder demonstrating their own duties and providing advice and guidance to new employees and others.

Operational Issues:

- Provision of administrative, clerical and secretarial duties as required.
- Assist in preparation of reports as required
- Obtain quotes from contractors and ensure that adequate and appropriate insurance cover is held by contractors.
- Take minutes at various meetings as required.
- Diary management
- Assist teaching and non-teaching staff with administration queries.
- Undertake wages and salary administration and distribution which may involve liaison with the Local Authority offices.
- Make arrangements for school lettings.
- Report concerns and obtain support for any issues raised.

Communication:	<ul style="list-style-type: none"> • Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers. • Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries. • Attend staff meetings and training days by agreement with the Headteacher.
Resource Management:	<ul style="list-style-type: none"> • Participate in the school's performance management scheme. • Assist senior staff with budget preparation and revision as necessary. • Assist in monitoring the school budget on a regular basis. In addition to maintaining computerised records this involves liaison with the Headteacher • Undertake some administration of school accounts, including handling of small amounts of cash, collecting monies and payments of bills and invoices. • Assist in the induction of new employees • Monitor stock levels, order office materials, equipment and services and check incoming orders • Highlight additional training and supervision needs to build on your skills and knowledge. • Participate in training and other learning activities and performance development as required.
Safeguarding:	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role. • Maintain confidentiality as appropriate • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report concerns to. • Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.
Systems and Information:	<ul style="list-style-type: none"> • Maintain computerised and manual pupil/staff records. • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person.

Administrator Person Specification

Person Specification:	
Essential	Desirable
Knowledge and Experience <ul style="list-style-type: none"> • Knowledge of administration and office systems • Experience of working with Microsoft Office 	<ul style="list-style-type: none"> • Cash handling experience • Clerical or administrative experience
Occupational Skills <ul style="list-style-type: none"> • Computer literate • Good interpersonal and communication skills • Good numeracy and literacy skills • Judgemental skills • Ability to work to deadlines 	
Behaviours <ul style="list-style-type: none"> • link 	
Qualifications <ul style="list-style-type: none"> • Literacy & numeracy qualification at GCSE grade 4/C or equivalent 	<ul style="list-style-type: none"> • CLAIT Plus, ECDL or Level 2 Word Processing • First aid training
Personal Qualities <ul style="list-style-type: none"> • Attention to detail, neatness and accuracy • Organisational skills • Ability to work successfully in a team • Confidentiality 	
Other Requirements <ul style="list-style-type: none"> • To be committed to the school's policy 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. • Enhanced DBS clearance required 	
Equal Opportunities <ul style="list-style-type: none"> • To assist in ensuring that NYC's equalities policies are considered within the school's working practices in terms of both employment and service delivery. 	

Midday Supervisory Assistant Job Description

Post title:	Midday Supervisory Assistant (MSA)
Grade:	AB
Responsible to:	Senior MSA or Office Manager
Staff managed:	None
Directorate:	Children and Young People's Service
Job family:	C&S - Care & Support
Date of issue:	August 2023

Safeguarding Statement

- Required to work indoors and outdoors when supervising the children and young people to ensure their safety.
- Enhanced DBS Clearance required

Job Purpose:

- To work as part of a team monitoring pupil behaviour during the midday break to ensure a caring and safe environment.

Operational Issues:

- Supervise the playground area, playing fields, cloakrooms and classrooms etc during the lunchtime break.
- Assist with the removal of food and equipment once pupils have eaten their lunch.
- Deal with minor first aid incidents; follow appropriate procedures for recording and reporting.
- Assist in the implementation of appropriate behaviour management strategies as required
- Observe a child or young person's behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff.
- Resolve minor disputes between pupils
- Assist in the supervision of other activities during the midday break, including setting out and storing equipment

Communications:

- Establish rapport and respectful, trusting relationships with children, young people and those caring for them.
- Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner.
- Communicate effectively with all staff, pupils, families and carers.
- Provide support and encouragement to children and young people.

Safeguarding

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.

- Be aware of own (and others') professional boundaries.
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with

Systems and information:

- Participate in the school's performance management scheme.
- Participate in training and other learning activities and performance development as required.
- Attend staff meetings and training days by agreement with the Headteacher.



Midday Supervisory Assistant Person Specification

Person Specification:	
Essential	Desirable
Knowledge and Experience <ul style="list-style-type: none"> • Awareness of health and hygiene issues 	<ul style="list-style-type: none"> • Behaviour management. • Good written and verbal communication skills. • Experience appropriate to working with children
Occupational Skills <ul style="list-style-type: none"> • Judgemental skills • Demonstrable interpersonal skills. • Ability to work successfully in a team. • Confidentiality. • Initiative 	
Behaviours <ul style="list-style-type: none"> • link 	
Qualifications	<ul style="list-style-type: none"> • Appropriate first aid training or willingness to undertake training
Other Requirements <ul style="list-style-type: none"> • Enhanced DBS Clearance • 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. • Emotional resilience in working with challenging behaviours; and attitudes to use authority and maintaining discipline. • To assist in ensuring that NYC's equalities policies are considered within the school's working practices in terms of both employment and service delivery. 	<ul style="list-style-type: none"> • Creativity

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.

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)

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.