



**School Business Manager
West Cliff Primary School
Recruitment Information Pack**

Church Square
West Cliff
Whitby
YO21 3EF

www.west-cliff.n-yorks.sch.uk

Contents

Welcome from the Headteacher	3
Our vision and values	4
YEAT Schools	5 - 7
Application process	8
Job Description and Person Specification	9 – 13
Applying for a Job with North Yorkshire Council	14



Dorothy, our nurture bus.



Welcome from the Headteacher

Dear applicant,

Allow me to extend a warm welcome from all governors, staff and children of all our schools within the YEAT Trust. I am delighted you have shown interest in joining us, and I look forward to sharing with you what makes our Trust and schools a very special place to work.

Our Trust was formed in 2018 by five primary schools that have a long and successful track record of collaborative working. Our Academy Trust is built on shared core values and a real drive to provide an outstanding education for all. We are an inclusive group of schools who firmly believe in celebrating and preserving the diversity within our member schools, whilst ensuring that the Trust's ethos of an outstanding education for all is at our very core and underpins everything we do.

I hope that you will take the time to come and see and experience for yourself the warm and welcoming atmosphere which makes our vision a reality.

Good luck with your application. I look forward to reading it.

**Kirsty Hird,
Headteacher**



Yorkshire Endeavour Academy Trust

Our Vision and Values

Vision

- **Ethical** action for a world class education.
- **Nurturing** relationships at the heart of our communities.
- **Brave** leadership in a changing landscape.

Values

- Providing world-class education to all children through an ambitious curriculum.
- Encouraging curiosity and a lifelong love of learning.
- Wrapping around our community through an inclusive nurturing approach.
- Taking pride in local heritage whilst preparing our children to be global citizens.
- Collaborating with partners in education and universal services to support each child's unique journey.
- Highlighting and sharing excellent educational practice for the benefit of all.
- Growing and developing people in all roles to be their very best.



Our amazing American diner, serving delicious school meals.

Schools in Yorkshire Endeavour Academy Trust

Airy Hill Primary School

Pupils succeed and flourish at our school. They achieve well across the whole curriculum. We have a very strong school community where staff care for our pupils and their well-being. Children's behaviour is excellent throughout our school and reflects our high expectations. Not only do pupils behave very well, but they look out for one another and are helpful, polite and welcoming to visitors. Children are keen to talk about how much they enjoy their learning. They feel safe and know that there are adults that they can talk to if they have concerns. Our school values run deeply through the life of our school and are easily identified by anyone visiting us. Relationships between adults, children and our wider community are excellent. Children learn about their local heritage as well as aspects of culture from around the globe - they value and celebrate the differences in each other.



For more information about Airy Hill, please visit our website:

www.airyhill.n-yorks.sch.uk

Castleton Community Primary School

Castleton has two classes: Acorns (EYFS/KS1) and Oaks (KS2). Outdoor learning is a key feature of our provision and children have regular opportunities to participate in a range of outdoor activities. Hidden behind our historic building are extensive grounds, which include tiered gardens featuring a pond, greenhouse, adventure play area, stage, quiet zone, forest school site and an outdoor classroom. Our children are also interested in music and the arts. Our parents are very keen to be involved in the life of the school and we have an active PTFA.



For more information about Castleton, please visit our website:

www.castletonprimaryschool.co.uk

Glaisdale Primary School

Glaisdale school has two classes: Explorers (EYFS/KS1) and Adventurers (KS2). Our children love the great outdoors and our rural location provides lots of opportunities for sport and adventurous activities.



Glaisdale Primary School

For more information about Glaisdale, please visit our website:
www.glaisdaleprimaryschool.co.uk

Lealholm Primary School

Lealholm is a very welcoming school with a friendly atmosphere. The small pupil numbers encourage a family feel, where pupils from Reception to Year 6 happily learn, play, eat and celebrate together. All pupils can identify trusted adults within school, including those in non-teaching roles, to whom they could turn to if they had any worries. Positive attitudes and kind behaviour are celebrated and awarded in weekly assemblies.



Pupils have access to a wide range of activities, as well as taking on leadership responsibilities, including being on the school council and being reading buddy. Opportunities to work collaboratively with pupils from other schools within the Trust are actively planned into the school year. This provides pupils from our small village community with useful opportunities to develop confidence and build relationships with their peers beyond Lealholm, in preparation for their eventual transition to secondary school in the nearest town, almost 10 miles away.

For more information about Lealholm, please visit our website:
www.lealholm.n-yorks.sch.uk

Oakridge Community Primary School

Oakridge Community Primary School is situated in a most beautiful part of the country: the village of Hinderwell located between the North Yorkshire Moors and the North Sea coast.

We are a designated Community Primary School, including a nursery and cater for children between the ages of 3 and 11. The children are organised into two classes: Dolphin Class for KS2 pupils and Seahorse Class for EYFS and KS1 pupils.



We provide a rich and exciting curriculum in a safe and caring environment, where children flourish and have the opportunity to build positive relationships, make reputable choices and be inspired to become innovative life-long learners.

We recognise that parents and carers are an integral part of our family of schools, and we strive to work with them to make positive contributions to our local communities.

West Cliff Primary School

West Cliff Primary School is a warm and friendly community school that provides education from children aged 2-11. It currently has approximately 200 children on roll, divided into 8 classes (one for each year group). One of our classes is a nursery class that takes children from 2 years old. The school mainly takes children from the west side and the centre of Whitby but is accessible from all parts of the town.



We pride ourselves on providing a warm and welcoming environment for children and adults alike, and we strive to provide the very best standard of education possible for our children.

The school has a before and after school club (The Ocean Fun Club), offering wraparound care for children from 7.45 until 5.15.

We are a Beach School as we believe that the beach is a fantastic resource that can be used, both to learn and have fun on.

For more information about West Cliff, please visit our website:
www.west-cliff.n-yorks.sch.uk.

Application Process

The closing date for all applications is **9am, Monday 29th April**

Interviews will be held on the week commencing 6th May.

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

Queries

Informal chats with our Headteacher, Kirsty Hird are welcomed. For queries or to arrange a call with the Headteacher / Head of Department, please contact

Chloe Bullen at Chloe.Bullen@northyorks.gov.uk or on **01609 536 964**

We actively welcome you to contact us to chat through the role and talk informally about the school and post and how working here will make a real difference to the children and young people in the area.



Job Description:

POST: Senior Administrative Officer - Finance and Facilities	
GRADE: F Band 9-13	
RESPONSIBLE TO: Headteacher	
STAFF MANAGED: School Secretary	
POST REF:	JOB FAMILY: C&A
JOB PURPOSE:	<p>You will be the 'face ' and voice of Family West Cliff alongside our other part time clerical assistant Philippa. No two days will be the same, you will deal with a wide range of tasks and situations. These range from dealing with unhappy (or happy!) parents, to determining admission numbers for nursery !</p> <p>You will provide an effective and efficient support service to the Headteacher and the School. The post holder will have significant responsibility for financial administrative duties, admissions to our nursery and main school and the shared day to day running of the school office. Also supports the smooth running of the school premises and facilities dealing with problems as they arise.</p>
JOB CONTEXT:	<p>We are a beach school and as such we arrange a large number of offsite activities both curricular and extra- curricular.</p> <p>Works within the busy environment of the school office managing the day to day finances, where excellent organisational skills are essential in order to handle the variety of tasks required to be undertaken. Also supports the Head in with managing premises and visits.</p> <p>Enhanced DBS clearance required.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	Support Headteacher in day to day management of school finances (see Resource Management section below) and Health & Safety
	<p>Support Head in day to day management of premises including</p> <ul style="list-style-type: none">• Administer and manage the lettings agreements, including issuing invoices and accounting for letting income.• Liaise with the caretaker and contractors regarding premises/cleaning problems.• Deal with maintenance requests and oversee contractors where appropriate, placing orders as required.

	<ul style="list-style-type: none"> • Organise room bookings for meetings • Monitor service contracts, school licenses and insurance in conjunction with the Trust CFO • Inform Trust CFO of any changes to school that impact budget – eg staffing changes, additional children • Support with all health & safety matters including preparing for reviews, day to day monitoring of premises, risk assessments etc • Deal with parental requests • Oversee numbers for school nursery ensuring staff child ratio is always correct • Prepare bills for nursery and ensure funding is claimed for those parents that are entitled • Provide nursery forecasts for the Trust CFO
	<p>Support with the organisation of all school trips, both residential and day visits including:</p> <ul style="list-style-type: none"> • Booking activities, transport and accommodation • Prepare and distribute letters regarding all visits, uploading to school website • For residential visits, oversee processing of reply/permission slips. Where there are limited places, maintain accurate records of pupils who have secured a place and those on reserve lists to ensure all places are taken. • Prepare, collate and distribute all paperwork including registers, room lists, medical lists and any other information teachers require for residential visits. • Monitor payments received in MIS and prepare for banking. Chase outstanding payments for residential visits. • Support the EVC with maintaining EVOLVE records
	<p>Provide administrative support to staff organising extra-curricular clubs</p>
	<ul style="list-style-type: none"> • Administer basic first aid and contacting parents in the event of an accident or incident involving their child. Record accidents in accident book , accident forms or BSafe system as appropriate. <p>Also provide first aid for staff</p>
	<p>Provide administrative support to the SLT, including</p> <ul style="list-style-type: none"> • Take accurate minutes of meetings as required • Compile statistical returns and reports for senior management as required. • Be proactive, initiate necessary action and be able and prepared to put forward your own judgements.

	<ul style="list-style-type: none"> • Assist with one-off events eg SATs week, school photos, parents evenings, annual reports to parents, and any other events by agreement with the headteacher • At peak times support the other member of the Admin team. This might include inputting pupil data into MIS at start of year, supporting with Reception etc • Monitor attendance of staff and inform SLT of attendance triggers. Ensure RTW paperwork is completed • Set up contracts for new staff in conjunction with HR
Communications	<ul style="list-style-type: none"> • Communicate information to the Headteacher, governing body, senior managers and other staff as required. This may include attendance/participation at governing body/management team meetings. • Communicate effectively with other staff, visitors, Governors, contractors, pupils and their families/carers.
Resource management	<ul style="list-style-type: none"> • Administering the day to day finances of the school including , processing orders for all resources, arranging payments of invoices with central Trust office using sage and sharepoint • Input income and expenditure information. • Attend staff meetings and training days and management team meetings by agreement with the Headteacher • Participate in the schools performance management scheme. • Participate in training and other learning activities and performance development as required.
Safeguarding	<ul style="list-style-type: none"> • 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. • Maintain safeguarding training record for staff and ensure all staff and volunteers complete necessary training • Process DBS checks for staff and volunteers • Maintain single central register
Systems and Information	<ul style="list-style-type: none"> • 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 as appropriate – in writing, by telephone, electronically and in person.

	<ul style="list-style-type: none"> Responsible for ensuring accurate records are maintained and updated as required
Data Protection	<ul style="list-style-type: none"> To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
Equalities	<ul style="list-style-type: none"> We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. Ensure services are delivered in accordance with the aims of the equality Policy Statement. Develop own and team members understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> <u>Schools are dynamic places, and at times you may be required to work outside of your role when absolutely necessary.</u>
Customer Service	<ul style="list-style-type: none"> <u>YEAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</u> YEAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. Understand your own role and its limits, and the importance of providing care or support.
Date of Issue:	2024

Person Specification

Experience	Essential	Desirable
Significant experience in public or private sector finance and administration	√	
Experience of the use of a range of IT applications	√	
Experience of managing bookings for school visits		√
Experience of Bromcom		√
Experience of Schools Finance IT & Systems		√
Experience of on-line banking/ bill payments		√
Knowledge		
Significant knowledge of office and admin systems	√	
Knowledge of school procedures		√
Knowledge of Health & Safety	√	
Knowledge of finance for budget management and checking financial records.	√	
Knowledge of procurement procedures	√	
Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality	√	
Knowledge of risk management		√
Knowledge of premises/ facilities management		√
Knowledge of Health & Safety regulations and how to ensure compliance with procedures to promote best practice		√

Occupational Skills		
Excellent ICT skills and ability to use the keyboard with speed, accuracy and precision	√	
Advanced analytical and statistical skills	√	
Excellent problem solving skills	√	
Ability to work on own initiative	√	
High level of literacy and numeracy skills.	√	
Excellent written and verbal communication skills including ability to communicate effectively in writing to produce documents in a range of formats and styles to suit a range of audiences and through a variety of mediums including Social Media	√	
Report writing skills	√	
Co-ordinates, monitors and reviews the use of financial resources	√	
Able to effectively monitor and manage contracts to ensure the service delivered complies with those contracts and able to <u>develop procedures and systems to ensure effective operation.</u>	√	
Makes decisions which influence a range of actions, projects and/or people	√	
Assists with the organisation, planning and delivery of projects	√	
Works productively in a pressurised environment and supports others to do so. Acts calmly during difficult circumstances and <u>recovers quickly from setbacks</u>	√	
Able to manage stock in order to meet business objectives	√	

Able to train and develop others, including training design and delivery	√	
Able to produce a representative record of meeting discussion and actions	√	
Qualifications		
Level 3 qualification in Business/Finance/Administration or equivalent to evidence in-depth knowledge of administrative, Commitment to undertake training relevant to post.	√	
Appropriate first aid training (First Aid in Schools as a minimum)	√	
Level 4 qualification e.g. Certificate of School Business Management		√
Personal Qualities		
Attention to detail, neatness and accuracy	√	
Dependability and reliability	√	
Ability to work successfully in a team & lead a small team of staff	√	
Confidentiality	√	
Ability to prioritise conflicting demands and pressures	√	
Ability to work with a wide range of people e.g. pupils, teachers, parents and Governors.	√	
Other Requirements		
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		
To assist in ensuring that NYC's equalities policies are considered within the school's working practices in terms of both	√	



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.