

## **Carnagill Primary School**

### **School Administrator (With an additional role of MSA)**



### **Candidate Information Pack**

**Closing date: Tuesday 5<sup>th</sup> December 2023 at 9am**

**Shortlisting: Tuesday 5<sup>th</sup> December 2023**

**Interviews: Friday 8<sup>th</sup> December 2023**

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## Vacancy for:

### **Post: School Administrator**

Grade/Band : Grade E (6-8)

Minimum Age Requirement : N/A

Vacancy Hours: 37 hours per week (Monday to Thursday – 8.30am to 5pm and Friday 8.30am to 4.30pm)

Contract Type: Established, term time only plus PD Days

Salary: £23,893 - £24,702 Pro Rata

Weekend Working: No

Application Closing Date: Tuesday 5<sup>th</sup> December 2023 at 9am

Interview Date: Friday 8<sup>th</sup> December 2023

Start date: Monday 8<sup>th</sup> January 2024

The post holder will also work as Midday Supervisor for 1/2 an hour per day.

### **Post: Midday Supervisor (MSA)**

Grade/Band : Grade B

Vacancy Hours: 2.5 hours per week (1/2 an hour per day)

Contract Type: Established, term time.

Salary: £1249.20 TTO

Weekend Working: No

Application Closing Date: Tuesday 5<sup>th</sup> December 2023 at 9am

Interview Date: Friday 8<sup>th</sup> December 2023

Start date: Monday 8<sup>th</sup> January 2024



## Welcome to

# Dales Academies Trust

Dear candidate

Thank you for taking your time to download our application pack and expressing your interest in the position of Administrator at Carnagill Primary School, a school within Dales Academies Trust (Dales).

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within Dales.

Within the pack you will find a job description, a person specification, information about the school and the Trust, as well as details of how to apply for this post should you choose to make an application.

We wish you every success with your application and we look forward to meeting you in the near future.

**Damian Chubb**  
CEO



## About the Dales Academies Trust

'Together for Excellence'

Dales Academies Trust (Dales) was established in 2017 as a Multi Academy Trust (MAT), with sponsor status, for the northern church schools of the Church of England dioceses of Leeds and York.

As with the other church MATs across both dioceses, the Trust is open to church and non-church schools with a core purpose of providing an inclusive education for children of any ability, culture, gender, sexuality, faith, or no faith. The ethos is derived from, and informed by, the Church of England's commitment to education and schooling over more than 200 years.

Dales welcomed its first community school into the Trust in 2020 when Carnagill Community Primary School became the fourteenth setting to join our family of schools.

### **To date Dales consists of the following schools:**

All Saints CE Academy (Secondary)  
Trinity Academy Eppleby Forcett  
Trinity Academy Middleton Tyas  
Trinity Academy Richmond  
East Cowton CofE Primary School  
Kirkby Fleetham CofE Primary School Barton  
CofE Primary School  
Ravensworth CofE Primary School  
South Otterington CofE Primary School  
Croft CofE Primary School  
Ainderby Steeple CofE Primary School  
Thornaby CofE Primary School  
St Francis CofE Primary School  
Carnagill Community Primary School  
Oakbridge CofE Primary School (Opening September 2024)

In 2021 our Trust applied for and was successful in being named as the sponsor for a new Primary Free School to be built in North Northallerton; it will open in September 2024.

Everything we do is informed by our Vision that ‘Working together for excellence, and rooted in quality, collaboration, and care, we deliver exceptional learning experiences through inspirational teaching and nurturing a love of life-long learning. We dare greatly, travel hopefully, and enable each other to flourish’.

We have established a range of networks within the Trust, including the Primary Headteacher Forum, which has at its heart, a focus on self-supporting school improvement, and Safeguarding, Mental Health and Wellbeing, Early Years, and SENDCo groups and a Chair of Governors’ Forum. In addition to this all schools continue to play an active role in partnerships beyond the Trust, with settings being part of their local networks and senior MAT leaders linking with Teaching School Hubs and the CEO sitting on the Hambleton & Richmond Locality Board. We are committed to working in partnership to ensure the best possible outcomes for all pupils in Trust schools.

The Trust 5-Year Strategic Plan was published in January 2021; it focuses on three key areas, namely:

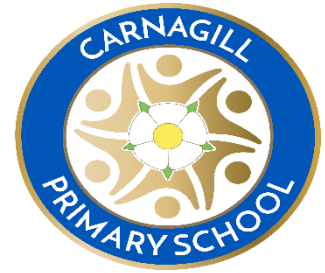
1. Ensure the best possible outcomes for all pupils	2. Recruit and retain the best staff	3. Grow appropriately, becoming a sustainable, viable organisation
through timely, intelligence led, research informed school improvement activities utilising high quality support and effective collaboration within a supportive accountability framework.	through establishing Dales as an employer of choice, committed to the ongoing development of its staff through rigorous, personalised, evidence based CPD and effective talent management at all levels of the organisation.	through optimisation of financial efficiencies, infrastructure and processes, to ensure fitness for purpose, and further informed by relationships with networks and organisations beyond the Trust.

All Trust Headteachers are actively involved in the delivery of the strategy and have within their Performance Management, a Trust objective, focused in the first instance on an area of particular interest to them that will benefit all. These have included the development of middle leadership, the promotion of rural schools as a collective, the development of school improvement capacity and staff wellbeing.

Our successes to date have been due to the focused teamwork of leaders and staff in all schools operating within an organisation that has worked hard to establish its accountability framework as a driver for excellence.

Dales is at an exciting stage in its development with the establishment of even closer working between the practitioners in its schools and ongoing conversations with a number of schools interested in joining. We are very keen to maintain this momentum and are actively looking for creative and driven team players who will work with us on delivering the next phase of our growth.

Further details about the Trust can be obtained by visiting our website [www.dalesmat.org](http://www.dalesmat.org) and the Safeguarding & Child Protection Policy can be viewed via this [link](#).



Welcome to our school!

Carnagill Primary is a welcoming and nurturing school based at Catterick Garrison. Our motto of 'Inspiring Bright Futures together alongside our values and attitudes of independence, curiosity, pride, kindness, commitment, and aspiration are at the centre of all that we provide for the children. As a 'Thrive' School, we expect all of our staff to build positive relationships with the children based on respect, compassion and supporting wellbeing.

Carnagill is a one form entry school with seven classes from Nursery to Year 6. As an inclusive school, we support pupils with a wide range of abilities, from a range of backgrounds and cultures. As we are based at Catterick Garrison, we have over 70% of pupils from families where at least one parent works in the military. We have close links with other schools in the area and work alongside unit welfare officers, and army personnel from a range of units.

The role of administrator is to provide effective support for the school in terms of our pupils, families, Staff and Governors. We are looking for an individual who has excellent organisational skills, a warm friendly manner and who can work effectively as part of a team. These essential skills fit with our whole school ethos and vision.

Carnagill Primary School is a thriving happy place to work and we are offering an exciting opportunity to be part of our hard-working and dedicated team.

If you are interested in this role, you are welcome to visit the school by appointment or arrange a conversation with myself. Please contact the school on 01748 833622 or email us at [admin@carnagill.dalesmat.org](mailto:admin@carnagill.dalesmat.org)

Completed application forms should be addressed to the Headteacher and sent by email to [admin@carnagill.dalesmat.org](mailto:admin@carnagill.dalesmat.org) to arrive no later than 9am on Tuesday 5<sup>th</sup> December. If you have been successful at shortlisting and selected for an interview you will be contacted on the same day and asked to interview on Friday 8<sup>th</sup> December.

Thank you for showing an interest in working at Carnagill, I look forward to receiving your application.

Mrs Louise Newport  
Headteacher

# Selection Process Guidance

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with pupils as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

## Visits to the School

Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. Please contact us on 01325 377285 to arrange an appointment. The visit will give you an opportunity to see the school in action to assess if this is somewhere you would like to work.

## Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

## Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within three days of the shortlisting date, you have not been successful at this stage.

## References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.



## **Interview Process**

The interview process will consist of a tasks/activity including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity.

## **Final Selection**

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

## **Offer of Employment**

We will make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

## **Timeline**

### **Closing Date:**

**Tuesday 5<sup>th</sup> December 2023 at 9am**

### **Shortlisting Date:**

**Tuesday 5<sup>th</sup> December 2023**

### **Interview Date:**

**Friday 8<sup>th</sup> December 2023**

### **Start Date:**

**Monday 8<sup>th</sup> January 2024**

**We very much look forward to receiving your application.**



## **JOB DESCRIPTION**

POST: SCHOOL ADMINISTRATOR	
GRADE:	
RESPONSIBLE TO: Headteacher	
STAFF MANAGED: None	
POST REF:	
JOB PURPOSE:	To provide an administrative support service to the Headteacher and the school. The post holder is accountable for decision making, short term planning and dealing with unexpected problems within the school office. The post holder may be responsible for some basic finance duties depending on the size of the school.
JOB CONTEXT:	<p>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 handle the variety of tasks that need to be undertaken</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational	<ul style="list-style-type: none"> <li>• Provision of administrative, clerical and secretarial duties as required, including minutes at meetings.</li> <li>• Short term planning e.g. booking supply cover for absent teachers and keeping a record of work carried out.</li> <li>• Administer basic first aid and contacting parents in the event of an accident or incident involving their child. Record accidents in accident book. (Training where required will be provided)</li> <li>• Make appropriate decisions to problems/issues when they arise within the office.</li> <li>• Report concerns and obtain support for any issues raised.</li> <li>• Assist teaching and non-teaching staff with administrative queries.</li> <li>• Collate information for statistical returns, including attendance and the completion of administrative forms including assistance with examination entries if required</li> <li>• Analyse and evaluate data and information and produce reports as directed</li> <li>• Deal with administration in relation to staff appointments, including advertisements, arrangement of interviews, standard correspondence and expenses etc.</li> <li>• Assist with contractors where appropriate.</li> </ul>

	<ul style="list-style-type: none"> <li>• Any task deemed appropriate from the Headteacher</li> <li>• Be responsible for confidential information e.g. policies, staff, pupils and parents records.</li> <li>• Support as directed with Payroll</li> <li>• Support with school trips – booking busses etc</li> <li>• Arrange supply cover as directed</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.</li> <li>• Undertake reception service to the school, acting as the first point of contact in dealing with routine phone calls, taking messages and greeting visitors.</li> <li>• Apply the procedures and legislation relating to confidentiality issues that apply to your job role.</li> <li>• Liaise with parents, staff, pupils and external agencies as required</li> </ul>
Resource Management	<ul style="list-style-type: none"> <li>• Assist your Headteacher providing information for budget preparation</li> <li>• Undertake finance administration relating to the school, including handling of small amounts of cash, and raising purchase orders and reconciliation of credit cards.</li> <li>• Monitor stock levels, order office materials, equipment and services</li> <li>• Attend staff meetings and training days and management team meetings by agreement with the Headteacher</li> <li>• Participate in the schools performance management scheme</li> <li>• Highlight additional training and supervision needs to build on your skills and knowledge.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Manage the day to day activities of the office.</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Adhere to data protection legislation.</li> <li>• Know about data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate.</li> <li>• 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 your concerns to</li> <li>• Have an awareness and basic knowledge where appropriate of the most recent legislation.</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Share information appropriately – in writing, by telephone, electronically and in person.</li> <li>• Maintain and update accurate computerised and manual records as required</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• To comply with The Trust’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health &amp; safety responsibilities as an employee and where appropriate any additional specialist or managerial health &amp; safety responsibilities as defined in the Health &amp; Safety policy and procedure.</li> </ul>

<p>Equalities</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure services are delivered in accordance with the aims of the equality and Diversity Policy.</li> <li>• Develop own understanding of equality issues.</li> </ul>
<p>Customer Service</p>	<ul style="list-style-type: none"> <li>• The role provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust' policies and procedures.</li> <li>• The Trust requires that staff offer the best level of service to its students, their parents/carers and other stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>

## PERSON SPECIFICATION

### JOB TITLE: School Administrator (Grade E)

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• In depth knowledge of admin and office systems</li> <li>• Knowledge of health &amp; safety regulations</li> <li>• Knowledge of school procedures</li> </ul>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Significant experience in public or private sector finance and administration</li> <li>• Experience of operating administrative systems, including Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisory experience</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Good ICT skills and ability to use the keyboard with speed, accuracy and precision</li> <li>• High level of literacy and numeracy skills.</li> <li>• Excellent written and verbal communication skills</li> <li>• Budget management skills</li> <li>• Analytical and statistical skills</li> <li>• Problem solving skills</li> <li>• Ability to use the keyboard with speed and precision</li> <li>• Report writing skills</li> </ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Level 3 qualification in business / finance / administration or equivalent to evidence in depth knowledge of administrative &amp; financial processes</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate first aid training</li> <li>• Level 2 Word Processing qualification or equivalent.</li> </ul>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Attention to detail, neatness and accuracy</li> <li>• Organisational skills</li> <li>• Ability to work successfully in a team</li> <li>• Confidentiality</li> <li>• Ability to work to deadlines and prioritise own workload, as well as work of others</li> </ul>	
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• To be committed to the school's policy and ethos.</li> <li>• To be committed to Continual Professional Development.</li> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Enhanced DBS clearance required</li> </ul>	

## **JOB DESCRIPTION**

POST:	Midday Supervisory Assistant
GRADE:	Grade B
RESPONSIBLE TO:	Senior Leadership Team
STAFF MANAGED:	None
JOB PURPOSE:	To work as part of a team monitoring pupil behaviour during the midday break to ensure a caring and safe environment.
JOB CONTEXT:	<p>Required to work indoors and outdoors when supervising the children and young people to ensure their safety.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Issues	<ul style="list-style-type: none"> <li>• Supervise the playground area, playing fields, cloakrooms and classrooms etc during the lunchtime break as directed</li> <li>• Assist with the removal of food and equipment once pupils have eaten their lunch.</li> <li>• Deal with minor first aid incidents; follow appropriate procedures for recording and reporting.</li> <li>• Assist in the implementation of appropriate behaviour management strategies as required</li> <li>• Assist in the supervision of other activities during the midday break, including setting out and storing equipment</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Establish rapport and respectful, trusting relationships with children, young people and those caring for them.</li> <li>• Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner.</li> <li>• Communicate effectively with all staff, pupils, families and carers.</li> <li>• Provide support and encouragement to children and young people.</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.</li> <li>• Be aware of own (and others') professional boundaries.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Participate in the school's performance management scheme.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Attend staff meetings and training days by agreement with the Headteacher.</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>• We provide front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• We have 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.</li> <li>• We require our staff team 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.</li> </ul>

## **PERSON SPECIFICATION**

### **JOB TITLE: Midday Supervisory Assistant**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
Knowledge <ul style="list-style-type: none"><li>• Awareness of health and hygiene issues</li></ul>	<ul style="list-style-type: none"><li>• Behaviour management.</li><li>• Good written and verbal communication skills.</li></ul>
Experience <ul style="list-style-type: none"><li>• Experience appropriate to working with children</li></ul>	
Occupational Skills <ul style="list-style-type: none"><li>• Judgemental skills</li><li>• Demonstrable interpersonal skills.</li><li>• Ability to work successfully in a team.</li><li>• Confidentiality.</li><li>• Initiative</li></ul>	
Qualifications <ul style="list-style-type: none"><li>• English, Maths GCSE</li></ul>	<ul style="list-style-type: none"><li>• Appropriate first aid training or willingness to undertake training</li></ul>
<ul style="list-style-type: none"><li>• Enhanced DBS Clearance</li><li>• To be committed to the school's policies and ethos.</li><li>• To be committed to Continual Professional Development.</li><li>• Motivation to work with children and young people.</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li><li>• Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline.</li><li>• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</li></ul>	