



Administration Officer

Vacancy Information



Humber Education Trust

Where everybody counts, every moment matters.



We are Humber Education Trust.

Humber Education Trust's vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We will grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we will drive these aims further and faster for the benefit of our pupils and our communities.

Humber Education Trust is also recognised by the DfE as an Academy Sponsor. This means that through the Trust, we are held accountable for sponsored schools who may join us, to ensure improvement in outcomes and taking responsibility for their performance and financial arrangements.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing multi-academy trust for both primary, secondary and alternative provision schools.

Humber Education Trust is committed to:

- Work ethically and with mutual respect and collaboration.
- Prioritise our time and resources on the things that have the biggest positive impact on children's

outcomes. Children are at the heart of everything we do.

- Provide a caring and safe environment where responsible, tolerant and principled global citizens can grow.
- Develop creative, enquiring and resilient learners with a thirst for knowledge.
- Provide an environment where success is recognised, celebrated and built upon.
- Provide a vibrant, challenging and enriching curriculum by encouraging fresh thoughts and outward-looking ideas.
- Ensure all staff have outstanding continual professional development, attracting and retaining a highly skilled, highly motivated workforce who feel appreciated and supported.
- Embrace technology, improve methods of communication, and collaborate through IT to reduce teacher workloads, reflecting the changing needs of our world.
- Provide support for all families within our diverse community, enabling our children and young people to embrace the challenge of life within in the wider world and succeed in reaching their full potential.
- Working together, freeing resources, to drive financial efficiencies saving money and reinvesting within our classrooms.

Thank you for showing an interest in working within our Trust. I wish you well with your application.



Rachel Wilkes
Chief Executive Officer





Tweendykes

'Love for Learning'

Tweendykes is a special school for 3-19 year olds supporting children and young people with severe learning difficulties.

We strongly believe that every child should go to school excited about the day ahead and experience a sense of achievement when they go home. We strive to provide a curriculum that both motivates our pupils and encourages them to continue learning each and every day.

Our pupils are encouraged to develop the knowledge, skills, attitudes, confidence and self-esteem necessary to overcome their barriers to learning and meet the challenge of adult life. This is achieved through our 'Love for Learning' curriculum that is both balanced and relevant to the needs of each individual pupil.

We are based in a fantastic building co-located with Winifred Holtby Academy. We have outstanding facilities to meet the needs of all our pupils, these range from a hydrotherapy pool, sensory rooms and creative outdoor spaces as well as sharing Winifred Holtby's teaching facilities, such as science labs and design technology classrooms.

We are fortunate to have a fully qualified nurse and nursing assistant on site. They support all children in school who have medical needs. Regular clinics are run at our school by specialists so that pupils have only the minimum disruption to their normal day.

Joining Tweendykes opens a gateway to a wealth of experience and knowledge within Humber Education Trust renowned for being an 'Employer of Choice'.



ADMINISTRATION OFFICER

Grade & Scale point: 4, SCP 5-7

Salary: £19,650-£20,444 FTE, £16,805-£17,485 Actual

Hours of work: 37hrs/week

Contract: Permanent, Term time + 5 days

Start date: ASAP after pre-employment checks

An opportunity has arisen for a dedicated and enthusiastic Administration Officer to join our school's Administration Team. You will be expected to be a team player and contribute to the development of the school's administrative and support services.

We are looking for a hardworking, motivated and flexible person who has a desire to work within a school, with good communication skills and is willing to go that extra mile.

The role requirements are:

- To promote and safeguard the welfare of children and young people, reporting any cause for concern to the designated person
- To perform a comprehensive range of high level complex administrative tasks including complex or sensitive reports and correspondence, monitoring and reconciling budgets as required
- To provide authoritative advice and guidance to all stakeholders with regard to school policies, processes and services, including handling complex queries
- Take responsibility for the organisation of events and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters
- To create, manage and manipulate data relating to admissions, asset management, finance, health & safety, sickness absence, student and staffing, producing bespoke and complex reports
- To ensure all members of staff have access to accurate and meaningful pupil data from the MIS
- Responsible for administering health & safety issues and asset management for the school, maintaining accurate records (Every system)
- A commitment to work at all times within the policies of the Academy Trust and act within Health and Safety guidelines is mandatory.

The successful candidate will have:

- GCSE English and Maths Grade A-C (or equivalent)
- CSBM or willingness to work towards
- Experience of supervising and motivating staff
- Experience of development, management and operation of administrative systems
- Ability to work using own initiative, setting targets to meet the needs of the school Administration Officer



Administration Officer



Visits to the school are welcomed, encouraged and can be arranged via Aaron Holmes, School Business Manager, at Tweendykes School and Sixth Form.

HOW TO APPLY:

Please download an [application form](#), complete and email to sbm@tweendykes.het.academy

All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

Closing date for completed applications:

8am, Thursday 19 May 2022

Interview date: Thursday 26 May 2022

Any offer of employment to this role will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of relevant qualifications, satisfactory references and eligibility to work in the UK checks.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the Safeguarding Children in Education Act, including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach.

Professional standards detail responsibilities and expectations of our job roles. The enclosed generic role specification is offered in good faith as a guide to professional practice.

We strive for excellence and encourage our staff to aim high, making positive impacts through their clear focus and professionalism. All role specifications are subject to change to adapt with circumstances. Additional duties may be asked of our staff if necessary.

If you believe you are the right person for our role then we would love to hear from you.



Pierre Fenner
Headteacher

Tweendykes School & Sixth Form



Humber Education Trust

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Administration Officer



JOB DESCRIPTION

SCHOOL: Tweendykes School & Sixth Form
JOB TITLE: Administration Officer **GRADE:** Grade 4
EVALUATION DATE: 21 October 2021 **JE NUMBER:** HET66

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone in the school and promotes the Schools Equal Opportunities in Employment Policy.

PURPOSE: Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school, working flexibly as a member of the team and maintaining confidentiality at all times. Assist with the planning and development of support services.

PRINCIPAL ACCOUNTABILITIES:

Organisation

- | | |
|----|---|
| 1. | To promote and safeguard the welfare of children and young people, reporting any cause for concern to the designated person |
| | To provide authoritative advice and guidance to colleagues, parents/carers and business contacts with regard to policies, processes and services provided including handling complex queries |
| | To develop systems and processes to meet operational needs and to ensure the high quality of information held |
| | To be responsible for administering health & safety issues within the school, maintaining accurate records/database and reporting matters of a serious nature to line manager. |
| | To be responsible for administering asset management for the school, maintaining accurate records/database and raising issues of concern with line manager. |
| | To ensure all members of staff have access to accurate and meaningful pupil data from SIMS |
| | To be responsible for sending, receiving and keeping up-to-date all parental consent documentation |
| | Take responsibility for the organisation of events, trips and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters |
| | To be the first point of call for all new volunteers, work placements and external supply staff, ensuring all necessary recruitment documentation is in place |
| | To supervise administrative support colleagues including coordination of activity, monitoring outputs and training staff as appropriate |

Administration

- | | |
|----|---|
| 2. | To create, manage and manipulate information relating to admissions, asset management, finance, health & safety, sickness absence, student or staffing information or any other service requirement and this will include producing bespoke and complex reports |
| | To perform a comprehensive range of high level complex administrative tasks including complex or sensitive reports and correspondence, monitoring and reconciling budgets as required |



JOB DESCRIPTION

	To provide secretarial support to a wide range of meetings including Senior Leadership Teams and Governors, service committees and support groups e.g. confidential typing, arranging diaries, preparing & circulating agendas and taking minutes to support effective management and decision making
	To record, monitor and report notifiable diseases to LA, Public Health England, Gov.UK, etc
	To be responsible for the administration duties regarding new and potentially new pupils to the nursery, liaising with parents/carers regarding access and placements
	To administer access to early years extended funding and create appropriate records (manual and electronic) to monitor and record information
	To support the Site Facilities Officer in producing rotas for their cleaning staff.
	To complete and submit complex forms, returns etc., to outside agencies e.g. DfE, Gov.UK, LA
Resources	
3.	Monitor and manage stock within an agreed budget, cataloguing resources, distributing the resources throughout the school and undertaking audits as required
	Assist with procurement and repair of assets within the school
	Undertake research and obtain information to inform decisions
RESPONSIBILITIES:	
4.	Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
	Be aware of and support difference and ensure equal opportunities for all
	Contribute to the overall ethos/work/aims of the school
	Establish constructive relationships and communicate with other agencies/professionals
	Attend and participate in regular meetings
	Participate in training and other learning activities and performance development as required
	Recognise own strengths and areas of expertise and use these to advise and support others
	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety policy adopted by the school.
GENERAL:	
The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.	



JOB DESCRIPTION

DIMENSIONS:

1. Responsibility for Staff:

- Responsible for the day-to-day supervision of Administration Assistants including work allocation, work checking plus work-related advice and assistance.
- To be responsible for the welfare and organisation of all work placements, volunteers, etc.

2. Responsibility for Customers/Clients:

- Dealing with complex customer enquiries and providing service-related information, providing for the safety and wellbeing of visitors to the school
- Providing advice and guidance on policy and procedure enabling the recipients to make informed choices e.g. Discussing school admissions and appeals procedures with parents/carers/staff.

3. Responsibility for Budgets:

- The post holder monitors the delegated departmental budgets and ensures all expenditure is kept within budgetary limits.

4. Responsibility for Physical Resources:

- For the ordering, stock control, security and distribution of resources and required assets.
- For the upkeep and accuracy of the school's information management systems.

WORKING RELATIONSHIPS:

1. Within Service Area/Section:

Teaching and non-teaching staff – health & safety, resources, absence

2. With Any Other School Areas

School network – advisory and support

Local community & businesses – advisory and support

3. With External Bodies to the School

Contractors/suppliers – advisory and support

School network – advisory and support

Various colleges, organisations and individuals – volunteers / work placements



JOB DESCRIPTION

ORGANISATION CHART:

School Business Manager
 Assistant School Business Manager
 Admin Officer
 Admin Assistant

	Not applicable	Low	Moderate	High	Very High	Intense
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day-to-day office environment).	✓					
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day-to-day office environment).		✓				
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day-to-day office environment.		✓				



PERSON SPECIFICATION

PERSON SPECIFICATION				
The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References, T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
1.	Qualifications:			
	GCSE to 5A*-C or equivalent including Maths & English	✓		AF, CQ
	CSBM or willingness to work towards		✓	AF, CQ
	Commitment to on-going professional development	✓		AF, I
	Health and Safety qualification		✓	AF, I
2.	Relevant Experience:			
	Experience of development, management and operation of administrative systems	✓		AF, I
	Experience of working with a variety of electronic databases/systems		✓	AF, I
	Experience of supervising and motivating staff	✓		AF, I
	Experience of interpreting complex data	✓		AF, I
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		AF, I
	Very good numeracy & literacy skills	✓		AF, I
	Ability to use ICT skills to analyse data	✓		AF, I
	Ability to work using own initiative to set targets to meet the needs of the school	✓		AF, I
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	A good working knowledge of Health & Safety within a school setting	✓		AF, I
	A knowledge of school funding especially early years extended funding		✓	AF, I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Highly developed interpersonal skills	✓		AF, I
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	✓		AF, I
	The post holder is required to use basic courtesy, tact, clear articulation, influencing skills, negotiating and training skills, showing confidentiality and a skill to diffuse difficult situations when they arise	✓		I
	The post holder is required to use basic courtesy, tact, clear articulation, influencing skills, negotiating and training skills, showing confidentiality and a skill to diffuse difficult situations when they arise	✓		I
	Written Skills			
	Excellent written skills, showing sensitivity and tact to all ranges of audiences	✓		AF
	Ability to produce a range of reports for the Leadership team and Governors for day to day and long-term decision making	✓		AF, I



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The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
7.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service	✓		DBS Disclosure
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓		AF (after shortlisting)



Vision & Values

We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only the best is good enough.

This is us. Humber Education Trust.



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Work for

Humber Education Trust

We value our employees.

The following **benefits** are available to employees within our academies:

Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay
- Occupational Health Referrals & Counselling

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working
- Childcare vouchers (applicable if already enrolled pre October 2018)

Employee Benefits - Permanent Contracted Employees & Fixed Term

- 20% Discounted Gym Membership - Hull City Council Leisure
- Display Screen User Eye Tests

Professional Development

- Continuous Professional Development for All Staff
- Access to Middle and Senior Leadership Courses
- Supportive staff, committed to improvement, who will work with you to achieve your goals

The opportunity to make a real difference to the lives of our students