



Administrator (with responsibility for staff cover)
Closing Date: Thursday 9th February 2023, 9am
Recruitment Information Pack

Filey Secondary School
Muston Road, Filey YO14 0HG

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Dear applicant,

Thank you for your interest in joining the staff of Filey School.

At our school we know that it is the people that matter the most. We know that what we need to create is a climate and a culture that enables everyone to feel happy and safe in an exciting place to learn.

Our school has four new core values: Kindness, Respect, Integrity and Teamwork. Every member of our school is expected to try their hardest to live out these values every minute of every day.

We believe passionately in our students, we know that with the right support here, and at home, they can achieve great things. They have to believe in themselves and strive for success. This includes accepting the need for the highest standards of attendance, behaviour and always being ready to learn. We insist that every member of our school community works as hard as he or she can, without exception.

Our aim here is to provide all our learners with an exciting, coherent and inspirational curriculum taught by truly talented, professional and hardworking staff. We wish to create a culture that is inclusive, and where the individual and diverse talents of all our students are nurtured and celebrated.

We want to encourage every member of our school community to develop a love of learning. Our aim will always be to do all we can to enable everyone to reach the highest standards of which they are capable. We are committed to ensuring our students are happy, safe and have clear direction and support.

Self-belief, confidence and being proud of our own achievements are the keys to success. The best academic outcomes always occur where a true partnership has been established between home, school and the young person – all of us working together to strive for the best possible education.

I hope you will take the time to visit and see for yourself the culture and values of our school in action.

Good luck with your application.

Michelle Britton Head teacher

Coast and Vale Learning Trust: Our Schools

Newby and Scalby Primary School

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teesside, York and surrounding areas. Ofsted in 2018 judged us to be 'good' in all areas and as a school we are very much outward facing both in terms of teaching and learning and in constantly thinking about how we can improve. Since our "good" Ofsted, we continue to build on our successes and we are a family and a team, where everyone is given the challenge and support to be the best they can possible be in a safe, welcoming and positive environment. Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.



To learn more about us please visit -

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)

Friarage Primary School

We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the life chances of children and young people in Scarborough.



Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.

To learn more about us please visit - [Friarage Community Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)

Scalby School

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.



To learn more about us please visit - [Scalby School - Home \(coastandvale.academy\)](http://coastandvale.academy)

Lady Lumley's School

Lady Lumley's School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.



In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley's is on an ambitious journey of school improvement.

To learn more about us please visit - [Lady Lumley's School - Home \(coastandvale.academy\)](https://www.coastandvale.academy)

Scarborough University Technical College

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College, we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security. Our unique approach provides students with an excellent range of opportunities including

Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.



Our work with employers and universities ensure we are able to deliver an innovative blend of technical, practical and academic learning which ensures our students make good progress and go on to outstanding destinations.

Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have improved significantly. We have built a staff team of key support and teaching practitioners who are proud to work at our University Technical College.

To learn more about us please visit - www.scarboroughutc.co.uk

Filey Secondary School

Filey School (11 -16) is on an exciting journey. We have a proud heritage in our local community and are embarking on a period of transformation and improvement.



We aim for every member of our school community to develop a love of learning and enable them to reach the highest outcomes that they can. We are committed to ensuring our students are happy, safe and have clear direction and support.

We joined Coast and Vale Learning Trust in June 2022 and our looking forward to a future where our learners and staff can thrive.

To learn more about us please visit - [Filey School - Home \(coastandvale.academy\)](https://coastandvale.academy)

Application Process

The closing date for all applications is Thursday 9th February 2023, at 9am.

Interviews will be held as soon as possible after the closing date.

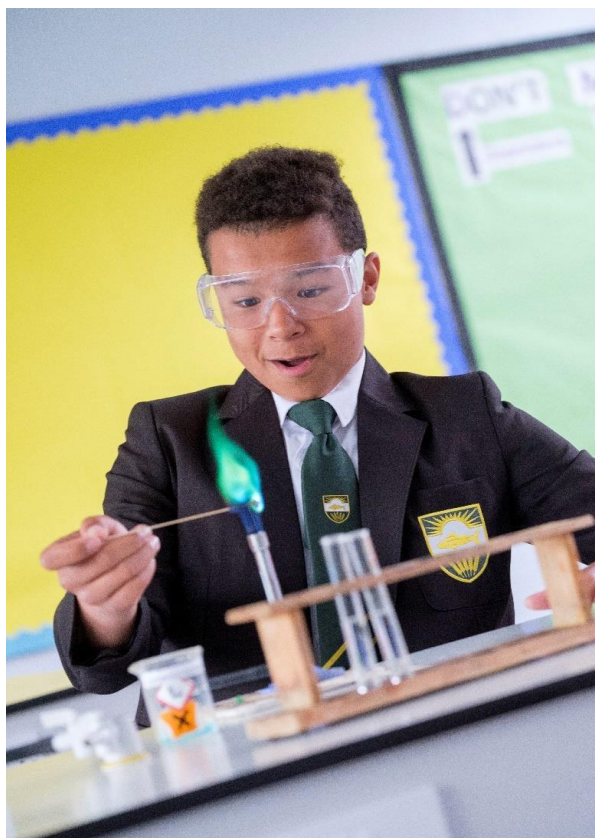
Completed applications must be returned to Danielle Rowley at recruitment@coastandvale.academy

If you think you're the person for the job, please complete the attached application form and send to the email address above by the closing date.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

Queries

Please contact Danielle Rowley at recruitment@coastandvale.academy



JOB DESCRIPTION

POST: Administrator with responsibility for staff cover	
GRADE: Grade C/D (SCP 2-6)	
RESPONSIBLE TO: Senior Administrator	
JOB PURPOSE:	<ul style="list-style-type: none"> • Managing and organising cover for absent staff both teaching and non-teaching. • Organising and providing induction and support for supply staff both teaching and non-teaching. • Ensuring that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks. • Providing relevant reports/information on supply use. • Providing cover supervisors (if used) with induction and training • Contributing to the overall ethos, work and aims of the school. • Providing general administration support to the administration and reception teams.
DUTIES AND RESPONSIBILITIES	
<p>Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.</p> <p>Conditions of employment</p> <p>The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). You will be required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body, uphold the school's policy in respect of child protection and safeguarding matters. You shall be subject to all relevant statutory and institutional requirements and may be required to perform any other reasonable tasks after consultation. This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so constructed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.</p>	
Operational	<ul style="list-style-type: none"> • Manage the staff cover system to ensure continuity in teaching and learning. • Keep records on covers completed by individual staff to ensure that regulations are adhered to. • Liaise with supply and recruitment agencies in engaging appropriately qualified supply staff to cover absences and temporary vacancies. • Organise the appropriate deployment of teachers, supply staff and cover supervisors to cover absences and emergencies. • Provide staff with cover details at the start of the day and when emergencies occur. • Act as the main point of contact for any problems that may occur in relation to cover. • Organise and provide work sent in by absent teachers. • Along with the SENCo organise cover for absent Teaching

	<p>Assistants.</p> <ul style="list-style-type: none"> • Arrange cover for the Alternative Learning Centre. • Provide a daily cover sheet, updated as require, on SharePoint. • Organise any room changes. • Advise the line manager and/or senior leadership team on any urgent matters relating to cover arrangements. • To record absences on the school's management system and produce reports for payroll and senior leadership team. • To organise and provide work and materials (including registers and resources) for both cover and the students in behavioural consequences. • To provide administration support for the school reception and administration team.
Personnel	<ul style="list-style-type: none"> • Establish and maintain good relationships with all staff, students, visitors, suppliers, and agencies. • Identify the information required and training needs of temporary staff and ensure that induction templates are updated with the support of the Senior Leadership Team. • Maintain attendance and induction/training records of temporary/cover staff. • Involvement in the recruitment of cover supervisors when required. • Deal with any disciplinary issues in accordance with school procedures and policies and as directed by their line manager.
Administrative/Financial	<ul style="list-style-type: none"> • Ensure that all administrative duties, checks, and documentation are completed to the required level of accuracy including returns and reports. • Process, input and extract information and statistics from school's database system/s as required and prepare reports for her/his line manager, the headteacher and the governing body. • Deal with correspondence promptly and as required. • Monitor and review relevant supply cost centres ensuring best value principals are followed where possible. • Ensure that financial procedures and activities are carried out in accordance with school policies and procedures, for example, authorising payment of supply staff invoices. • Calculating the costings of cover and approving relevant invoices.
General	<ul style="list-style-type: none"> • Attend school events as required. • Participate in school emergencies as required, including locating students and staff, contacting emergency services, and completing necessary documentation. • Attend relevant meetings and training sessions. • Keep up to date with associated developments and changes in requirements and regulations and communicate appropriate information to colleagues. • Record and action relevant processes in relation to the behaviour process, including communication with students, parents, and staff.

Safeguarding	<ul style="list-style-type: none">• Know about relevant Government and local guidance, policies, and procedures, and how they work in the wider workforce.• Adhere to data protection legislation.• Be responsible for promoting and safeguarding the welfare of children and young people.
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 appropriately – in writing, by telephone, electronically and in person.• Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality.• Ensure that information systems are in place to ensure that accurate electronic and manual 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"> The Trust 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.
Customer Service	<ul style="list-style-type: none"> The Trust 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. The Trust 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:	January 2023

PERSON SPECIFICATION

COVER ADMINISTRATOR

Essential upon appointment	Desirable on appointment
<p>Qualifications and experience</p> <ul style="list-style-type: none"> • Experience of supporting and instructing staff. • Evidence of working in a busy administrative environment. • Substantial knowledge of office and admin systems. • Knowledge of the wider Microsoft functionality (Microsoft 365/SharePoint/One Drive). 	<ul style="list-style-type: none"> • Knowledge of school procedures. • Experience of line managing and recruitment of staff. • Experience of Bromcom (Schools Management Information System) or working in a school or similar environment. • Experience of working with young people and supporting them with their learning. • Experience of making contact and dealing with external agencies.
<p>Knowledge and skills</p> <ul style="list-style-type: none"> • Ability to build and form good relationships with colleagues and external agencies. • Ability to work constructively as part of a team. • Able to lead, develop and motivate a team of staff, delegating duties as required. 	<ul style="list-style-type: none"> • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation e.g., safeguarding • Understanding school roles and responsibilities, including own.
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Excellent ICT skills and ability to use the keyboard with speed, accuracy, and precision. • Excellent Interpersonal and communication skills • Problem solving skills. • Highly developed organisational skills • High level of literacy and numeracy skills. • Ability to work independently and on own initiative. • Leadership skills • Report writing skills. 	

<p>Qualifications</p> <ul style="list-style-type: none"> • Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and Maths 	<ul style="list-style-type: none"> • Further or higher education qualifications relevant to the field.
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Attention to detail, neatness, and accuracy. • Dependability and reliability • Ability to work successfully as part of a team & lead a team. • Confidentiality • Ability to prioritise conflicting demands and pressures. 	
<p>Other Requirements</p> <ul style="list-style-type: none"> • To be committed to the Trust’s policy and ethos. • To be committed to Continual Professional Development. • Ability to understand the appropriate relationships and personal boundaries with children and young people. • Enhanced DBS clearance required 	