



Candidate information pack





Welcome from the Academy Headteacher – Lucy Shaw

Thank you for expressing an interest in the position of Administration Officer at Shibden Head Primary Academy.

This is an exciting opportunity for a talented or aspiring Administration Officer to join the team at our established and successful primary academy, which is proud to be part of Focus Trust.

The role of an Administration Officer is a key role within the academy in achieving our vision, and is suited to an enthusiastic, innovative and inspirational candidate who is focused on ensuring the best for all children and parents.

To succeed in this role you will need to have excellent interpersonal skills with the ability to be flexible and adapt and be prepared to roll up your sleeves and lead by example, just like we all do at Shibden Head.

We hope that you will find this information pack helpful in finding out more about this post. We encourage you to make an appointment to visit the school and meet with one of our Senior Leadership Team.

Please contact the school office shibdenhead@focus-trust.co.uk or Tele: 01274 882458 to make an appointment.

However, if you would like a further conversation about any aspect of this post or about working as part of Focus-Trust, please do not hesitate to contact me directly by email l.shaw@focus-trust.co.uk or contact me via the school office 01274 882458.

Shibden Head Primary Academy is committed to safeguarding children, and this commitment is reflected in our recruitment processes. References will be taken up on receipt of your application, to avoid undue delay in the process, unless you specify otherwise. They will not be used in the shortlisting process, but may be referred to during an interview.

I look forward to receiving your application.

A handwritten signature in black ink that reads 'L Shaw'.

Mrs L Shaw
Headteacher



Welcome from Liz Fiddaman, Chair of Governors

Dear applicant,

Thank you for taking the time to consider applying for the role of Administration Officer at Shibden Head Primary Academy. As Chair of the Governing Board, I would like to take this opportunity to tell you a little bit about the context of our school.

Shibden Head is one of three primary schools serving the village of Queensbury, on the outskirts of Bradford. Queensbury is one of the highest parishes in England, with views to the hills of Brontë Country and the Yorkshire Dales to the north and north-west. We have just over 410 primary aged pupils, we converted to an academy on 1st March 2013, joining Focus-Trust. We are delighted by the level of highly skilled professional support and challenge that Focus-Trust provides, as together we strive for higher standards.

When you visit us, you will find children who are happy to be in school. We have a reputation for being friendly and welcoming with an exceptionally hardworking team of staff. Pupil behaviour is a strength and a rich curriculum, good quality teaching and learning combine to make this a rewarding and exciting place to be.

I hope I have given you a flavour of Shibden Head Primary Academy. We have every confidence that we will successfully recruit a Administration Officer who can continue our tradition of supporting and developing the school. We are a very supportive governing body with high expectations for our young children and staff, and hope that you feel encouraged to apply for the post.

L Fiddaman
Chair of Governors



Job Description

Academy/School	Shibden Head Primary Academy
Job Title	Administration Officer
Grade	FT Grade 3 – SCP 9-13
Accountable to	Headteacher
Line manager	School Business Manager

Purpose of the role

To provide a full range of administrative support for the School Business Manager and the school office and any extended facilities. Supporting with the reception area of work within school and dealing with parents, visitors, pupils and staff. Maintaining database systems containing information on pupils and staff.

Main Duties

Administration

- assist the line manager to ensure the effective operation of the school office including reception area, so that all aspects of the administrative function are conducted efficiently and accurately.
- provide efficient administrative support to the line manager and the school's senior leadership team (SLT).
- assist with the smooth operation of school's admissions and exclusions including the preparation of associated letters and reports
- support the development, implementation and review of administrative procedures and systems, putting in place necessary controls and ensuring they comply with policies and procedures.
- take responsibility for the circulation of incoming mail and outgoing post including governors' mailings, taking appropriate action as necessary.
- oversee the maintenance and updating of information held on school database/s including pupil and staff records, emergency contacts and data required for the completion of returns, for example, for the DFE, WWS.
- support with the entry and extraction of data, the collation and preparation of statistics, management information and reports as required by the line manager, governors, auditors, the local authority and the DFE. Ensuring this is done in a timely and accurate manner.
- co-ordinate the annual and on-going free school meal applications for students, ensuring procedures are followed and required documentation is obtained from parents/carers, and that registers are kept up to date.
- in liaison with the SBM assist in the administration of financial systems such as processing orders, uniform sales, school meal takings, and collection of trip monies.
- support with transferring data safely when database system/s are introduced and/or changed.
- support with the setting up and maintenance of archive files and historical data.
- ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and within required deadlines.
- ensure compliance within the school of data protection regulations.
- take minutes/notes in meetings, including some meetings outside of normal working hours.
- answer incoming and internal switchboard calls, dealing with requests and enquiries and taking messages as required.
- deal with correspondence promptly and as required.

Relationship/customers

- have a clear customer focus, be the friendly, public face of the school
- establish and maintain good relationships with all pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Establish and maintain good relationships with parents/carers, colleagues, suppliers, contractors and other professionals.
- Welcoming visitors as required ensuring safeguarding and health and safety procedures are followed
- support the line manager in maintaining timely communication with governors, professional bodies, outside agencies, other schools and organisations etc.
- provide assistance to staff with regard to administrative matters within the school.

- organise and put in place contingency plans, in liaison with the line manager, to meet the needs of the school office in the event of emergencies such as absence, power cuts, equipment failure, transport strikes and school closures.
- report technical faults relating to the school database systems and equipment to the ICT support team in accordance with school reporting procedures.
- co-ordinate and assist in updating classroom and corridor displays around the school.
- oversee the safe dismissal of the children at the end of the school day or after school activities as may be required.

Personnel

- induction of new staff to the admin team.
- support team members with some IT system training as required

Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the School and the Trust.
- Develop effective professional relationships with governors, colleagues, families knowing how and when to draw on advice and specialist support.
- To be willing and able to be part of a team of first aiders/fire wardens as may be required.
- Communicate effectively with pupils, school staff and visitors.
- To participate in training and other learning activities and performance development as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Personal and professional conduct

All Focus Trust staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a career with the Trust.

All Staff must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the school, by:

- treating governors, pupils, staff, parents and visitors with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an adult working in a school environment;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs; and
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff working in the Focus-Trust must have proper and professional regard for the ethos, policies and practices of the School and the Trust, and maintain high standards in their own attendance and punctuality.

All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities; and within the policies, handbooks and guidelines of the school and of the Focus-Trust.

General

The post holder will:

- Be expected to actively support the work and ethos of the Focus-Trust.
- Be expected to undertake such additional duties as may reasonably be requested by the Principal/Headteacher or their representative.
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the Principal/Headteacher immediately.
- Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training.
- Comply with and support all policies related to equal opportunities, child protection and safeguarding of children and colleagues.

This job description is neither exhaustive nor exclusive, and it may, after consultation with the post holder be subject to modification and amendment in accordance with Trust's procedures.

Person specification

Key:

App – Application Form **Ref** – Reference

SP – Selection process. This could include a range of exercises, including an interview.

Knowledge, Experience and Skills	Essential/ Desirable	How identified
Experience		
Experience of working in a school office	E/D	App/SP
Experience of using computer packages for word processing, spreadsheets, databases and researching information	E	App/SP
Experience of undertaking a wide range of office based administration and clerical tasks.	E	App/SP
Experience of team working to work effectively with others and meet deadlines and goals	E	App/SP
Experience in using and maintaining accurate and quality electronic and paper based systems	E	App/SP
Experience of undertaking a range of basic financial tasks	D	App/SP
Skills and abilities		
Excellent verbal communication skills to deliver polite, courteous and effective customer service in person and over the phone	E	App/SP
Strong interpersonal skills to build and maintain effective working relationships with colleagues, partners and pupils	E	App/SP
Effective written communication skills to take accurate messages, passing them on to others	E	App/SP
Initiative to respond to unexpected problems using recognized procedures and policies as a guide or seeking advice when needed.	E	App/SP
Excellent and meticulous organizational skills to work under pressure to priorities and re-priorities own workload	E	App/SP
Literacy skills including spelling, grammar and punctuation to be able to compose letters, reports and other documents	E	App/SP
Numeracy skills to be able to undertake financial tasks and duties	E	App/SP
Ability to absorb and understand a wide range of information.	E	App/SP
Knowledge		
Knowledge of key areas of legislation affecting personnel, estate management and Health and safety	D	App/SP
Knowledge of data protection and information security and a good understanding of the importance of information protection	E	App/SP
Knowledge and understanding of equality and diversity issues within a school community	D	App/SP
Knowledge of maintaining accurate databases with confidentiality and Data Protection in mind.	E	App/SP
Child protection		
Understands why safeguarding is important when working with children.	E	App/SP
Ability to deal with sensitive and confidential issues in a supportive and effective manner	E	App/SP
Qualifications and training		
Literacy and Numeracy skills (A-C/4-9 GCSE level or equivalent)	E	App
Willingness to gain a basic first aid certificate (as required)	E	App
NVQ Level 2 in administration or equivalent	E	App

Personal qualities and attributes		
Moral purpose (Equality, children and adults treated with respect)	E	SP/Ref
Child centered	E	SP/Ref
Integrity	E	SP/Ref
Self-motivated and able to motivate others	E	SP/Ref
Enjoys challenge	E	SP/Ref
Works to deadlines and deals effectively with multiple tasks and competing priorities	E	SP/Ref
Working accurately and with attention to detail	E	SP/Ref
Enthusiastic and optimistic	E	SP/Ref
Ability to work constructively as part of a team, understanding school roles and responsibilities.	E	SP/Ref
Excellent problem solving/analytical skills	E	SP/Ref
Self-awareness, knowledge of strengths and limitations	E	SP/Ref

About our School

Academy vision, ethos and values

At Shibden Head we aim to create a quality environment where everyone involved with the school has respect for themselves, for others and for their community.

By constantly encouraging and emphasising positive aspects of work and behaviour we seek to promote the high standards we strive to achieve.

We believe that the goals and targets we set should be high but realistic so every child has equal opportunity to achieve their maximum potential.

We actively promote healthy life-styles and give children the knowledge and understanding they need to make informed decisions about their health, safety and well-being as they grow.

Everyone at Shibden Head, be they child or adult, has a role to play and a contribution to make to the life of the school and its place in the community.

We believe that the teaching/learning environment we provide should reflect the fact that everyone's contribution will be recognised and their views will be listened to.

We aim to have a school which provides stimulating, enriching and fulfilling experiences - a place which people enjoy coming to.

Our children are our future. At Shibden Head we work together to give children the academic and life skills they will need for a happy and successful future.

Our pupils

The very large majority of pupils are of White British heritage and few have a first language other than English. The proportion of pupils known to be eligible for free school meals is below average. The proportion of disabled pupils or who are supported at school action plus or with a statement of special educational needs is below average. Attainment on entry is broadly in line with age-related expectations.

Our staff

Our leadership team comprises the headteacher, deputy head, business manager, one assistant headteacher and two senior leaders. In addition to teachers and Shine Club Assistants, we have a pastoral lead who works with children and families, staff and outside agencies to offer support for wellbeing and develop parental engagement. The running of the school is also supported by admin, kitchen and lunchtime teams.

Our facilities

Shibden Head Primary Academy is all on one level and so is accessible to anyone with mobility difficulties. In addition to classroom accommodation, a hall and gym, a cooking room and extensive school grounds.

We have our own kitchen and school meals are cooked on site. Our own before-school, after-school -Shine Club is available to all pupils. This opens at 7:00am and closes at 6pm

Our school organisation

Our pupil admission number is 60 and there are two classes for each year group, from Reception to Year 6. In addition to class teachers, learning is supported in classes by Shine Club Assistants – the number of these depends on needs within classes and year groups. PPA time for teachers is covered by a combination of teaching partners/ HLTAs.

Our curriculum

We provide a broad and balanced curriculum with an emphasis on the basic skills all children need to acquire in order to succeed. Our curriculum is designed to capture children's imagination and natural curiosity and motivate a desire to learn about the world in which they live.

Our extra-curricular activities

A range of extra-curricular activities usually operates in the autumn and summer terms, during which staff generally run an after-school club once a week. Examples of clubs offered include basketball, choir, gardening and cookery.

School Quick Facts

Type of school	Primary	Number of support staff	36
Age range	4-11	% FSM	14.14%
Location/LA	Bradford	% SEN	10.42%
Number of children	401	% EAL	0.74%
Number of teaching staff	20		

Our geographical area

Shibden Head is one of three primary schools serving the village of Queensbury on the outskirts of Bradford. Queensbury is one of the highest parishes in England, with views to the hills of Brontë Country and the Yorkshire Dales to the north and north-west.

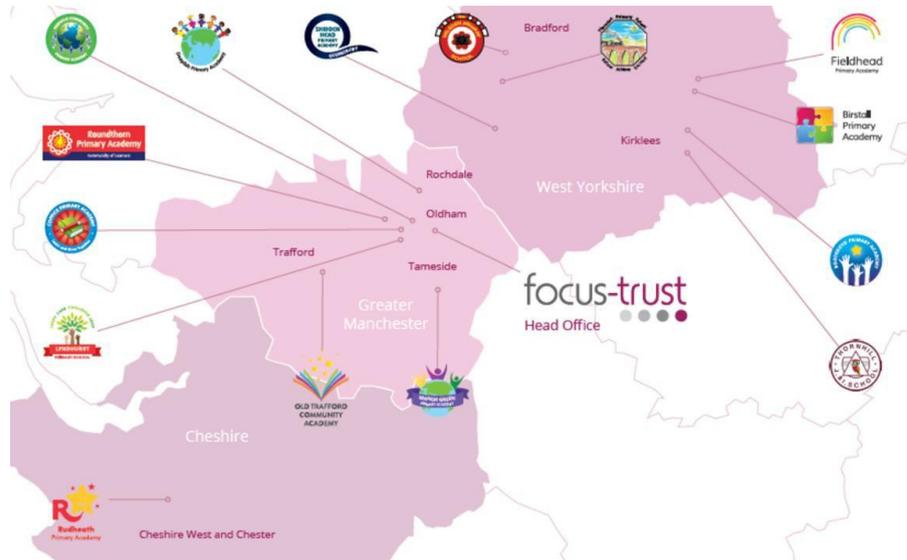
In addition to our partner academies within Focus-Trust, we work collaboratively with schools in our local partnership and with a range of secondary schools in the Bradford and Calderdale areas to which our pupils transfer at the end of Year 6.



About The Focus-Trust

Background to the Trust

Focus-Trust was incorporated in May 2012 as a primary trust. The Trust has links with the sponsor, Focus Education, but is an entirely separate legal entity. As with all academy trusts, the Trust is a company limited by guarantee and an exempt charity. The Trust's offices are situated in a newly converted historic mill conversion in Chadderton, Oldham with excellent motorway networks to access our schools.



The defining feature of Focus-Trust is that it is a specialist primary phase trust. This means that the work of the Trust is driven by the distinctive needs of primary schools. Whilst the Trust has robust systems for accountability, each school has their own distinctive identity, ethos and culture, and this is a commitment to every school when they convert and join the Trust.

Focus-Trust currently has a small centrally employed team. The members of the team are highly skilled and committed to the vision, culture and values of the Trust.

All the schools within the Trust are willing partners who have actively chosen to join Focus-Trust and there is a very high degree of consensus, cooperation and commitment from within the group. The Trust has robust policies and systems in place to govern and guide its work. These have been gradually implemented as the Trust has grown. The Trust has well-established productive relationships with trade unions and meets half termly with a group of national trade union representatives to discuss policy development. This has enabled us to introduce and change a range of policies in a streamlined and cooperative way.

Vision

'Great schools at the heart of our communities' - with our Community Champions and colleagues, we strive to ensure we are being civic leaders making a difference in the local and national communities and the community is supporting us.

Commitment

'Learning together, making the difference'

Collective Efficacy

We have a well-developed and securely embedded culture of Collective Efficacy. By this we mean we have, 'A shared commitment to work together on the things that matter to improve outcomes for all.'

The Focus-Trust Values

Professional honesty is at the heart of everything we do. The Trust knows the schools well because of the strong working partnership between academy leaders and the Trust Central Team. It is only by being honest and transparent with a balance of credible challenge and effective support, that we can move forward and get the best for all children and staff. Our work is underpinned by our values:

Care for children, adults and the learning environment

Dare to do things differently and have a go

Be **fair**, honest and inclusive – demonstrating integrity

Share expertise and best practice for the benefit of all learners

What you might want to know about Focus Trust

Pensions

Focus-Trust contributes to Teachers' Pensions and Local Government pensions in the same way and with the same level of contribution as local authorities.

Employer Relations

Focus-Trust has a Trade Union agreement which recognises the teacher and support staff unions. This is further supported by an ongoing and productive relationship with key trade union officials.

Equality of opportunity

Focus-Trust is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition.

Safeguarding

Focus-Trust is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures. Applicants should be aware that the recruitment process will include an assessment of your suitability to work with children.

Dress code

We expect all staff to dress professionally and appropriately for the roles undertaken. We pride ourselves on the high standards of dress of both our pupils and staff; these standards are led by our staff who we expect to set an example.

Policies

Focus-Trust and the schools have a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. These can be found on the Trust website

www.focus-trust.co.uk and school websites. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that

they have read and understand the Code of Conduct and some of the key policies, e.g. Safeguarding and Child Protection, Health and Safety, Acceptable use of IT.

Right to work in the UK

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Validation of qualifications and identity

All shortlisted candidates will be asked to bring original certificates or relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies of the successful candidate will be retained on their personnel file. The copies of unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

References and Social Media Checks

If you are shortlisted, we will take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we can confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or open references will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

In line with our safer recruitment policy, social media checks will be undertaken if you are shortlisted. This social media check is designed to complement the range of standard recruitment checks and allows us to identify a candidate's online presence which potentially could damage the organisation's reputation.

Knowledge and skills profile

This is an important part of your application and is your opportunity to explain how you meet the person specification for the post. You should demonstrate your skills, knowledge and experience and give short examples. Describe how you match the requirement of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. You may find it helpful to use sub-headings in order to keep your statement well focused. If you do not submit this profile, you will not be considered for short listing.

Disability

To comply with the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact our school if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Disclosure of a criminal record

Employment in this role is subject to an enhanced check with the Disclosure and Barring Service (DBS). Checks will also be made against the lists showing people barred from working with children. All checks must be satisfactory before any offer of employment can be confirmed and before commencement of work can take place.

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Focus Academy Trust (UK) Ltd Ram Mill Business Centre Gordon Street,
Chadderton, Oldham, OL9 9RH

E: info@focus-trust.co.uk follow us on Twitter @focus-trust

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Dare to do things differently and have a go,
Be **fair**, honest and inclusive – demonstrating integrity,
Share expertise and best practice for the benefit of all learners

School contact details

Shibden Head Primary Academy
Hainsworth Moor Grove
Queensbury
Bradford
BD13 2ND
Tele No: 01274 882458



**Thank you for taking the time to read this information pack.
We wish you every success in any application you may make.**