

JOB APPLICATION PACK

**School Office Administrator
Vacancy**



**Working and learning together
to improve children's lives**

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Email : askwith@ycatschools.co.uk
Website : www.askwith.n-yorks.sch.uk
Tel : 01943 462896

Headteacher : Mrs E Nayler
Chair of Governors : Mr N Muttick
Status : Multi Academy Trust



The Recruitment Process at Askwith Primary School

Dear Applicant

School Office Administrator Vacancy

Thank you for your interest in the above post at Askwith Primary School. This term time only vacancy is for the role of school office administrator. This post will ideally commence on Monday 19th October (or if not available, Monday 2nd November 2026) This is a fixed-term contract subject to a probationary period of six months. This job application pack will provide you with additional information about the school and the position.

Please supplement your application with a letter of no longer than two sides of A4 paper. Your letter of application should outline your reasons for applying for the post and give an indication of what you can offer the school.

The closing date for applications is 10am Thursday 17th September. Completed applications should be emailed to Mrs. Bentley on askwith@ycatschools.co.uk. Candidates selected for interview will be notified by midday Tuesday 22nd September and will be informed by email. The interviews are scheduled for Thursday 24th September.

Please note: As part of our robust safer recruitment process, online searches will be carried out on shortlisted applicants.

I look forward to receiving your application.

Yours sincerely

Mrs E Nayler
Headteacher



School Information

We are a village school near Otley and Ilkley with a calm, caring and family ethos. Our children are enthusiastic and hardworking pupils who show care and concern for each other and achieve high standards. Not surprisingly, our school has been consistently judged 'Outstanding' by OFSTED. We have a strong focus on developing effective teaching methods that best meet our pupils' needs.

On the 1st August 2015, Askwith Primary School converted to an academy and was one of the three founding members of Yorkshire Collaborative Academy Trust (YCAT) with Harrogate Bilton Grange Primary School and Lothersdale Primary School. There are now eleven schools in our academy. Further details are provided on the YCAT website.

Our curriculum threads SMSC (Spiritual, Moral, Social and Cultural) across all subject areas and school life and ensures pupils are aware of the history and values of Britain and prepares pupils for life in modern Britain.

Our school is always striving to identify ways to improve the impact of teaching on pupils' progress and as an established teaching school is well supported in our work by many collaborative partnerships with schools and higher education.

Askwith School's children develop creative and enquiring minds and enjoy a curriculum that has a wide range of interesting activities and experiences and is well supported by educational visits.

We have a nursery admission to our reception class and this gives children the perfect start to school.

The success of our school is a result of the strong partnership between pupils, teachers, parents, governors and the local community. Our website is designed to make communication with everyone as easy as possible. You will be able to find copies of recent newsletters to parents and carers and general information about the organisation of the school. We hope you enjoy your visit. If you have any further questions, please do not hesitate to contact us.

AIMS

We aim to create an environment where children feel secure and are helped to grow towards physical, emotional, spiritual and intellectual maturity. We promote equality of access and every child is valued. We endeavour to foster their learning and develop their gifts and talents.

For further information please refer to our website, www.askwith.n-yorks.sch.uk.



Child Protection Statement

Askwith Primary School is committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them:

1. All applicants are requested to provide in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.
2. Applicants are advised that references should be from “suitable” referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate. In line with DCFS Safer Recruitment and Selection Guidance, for appointment to this post, references will be taken up prior to interview.
3. All reference requests will specifically ask for information about the candidate’s suitability to work with children and young people and will request details of: any disciplinary procedures and the outcome of these; any allegations or concerns relating to Child Protection and/or the welfare of children and young people; details of any criminal convictions, cautions or bindovers.
4. At interview, candidates will be asked about any allegations or concerns raised against them and the outcome of these, including the details of both current and expired disciplinary sanctions. Interviewees are required to bring to interview original documents relating to identity and qualifications.
5. All appointments will be subject to a satisfactory, enhanced level CRB check, a minimum of two satisfactory references and medical clearance. This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 therefore all convictions, cautions and bindovers, including those regarded as “spent” must be declared. Any pending prosecutions, current court proceedings and police enquiries relating to you, also must be disclosed. If you have any of these, you must provide details in a sealed envelope, marked confidential, attached to your application form. Applicants are required to declare if they have been referred to or included on List 99 or PoCA List, barring or restricting work with young people or vulnerable adults. For new employees to the Yorkshire Collaborative Academy Trust, the appointment will be subject to satisfactory completion of a six month probationary period.
6. On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Board’s, Local Authority’s and School’s Child Protection and Safeguarding Policies and Practice Guidance and information on expected safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures.

Job Description

Post : School Office Administrator (Grade F scale point 11)

RESPONSIBLE TO: The Headteacher

JOB PURPOSE: To provide an effective administrative service to the Headteacher and the School

KEY RESPONSIBILITIES / DUTIES:

Duties

1. To provide full administration duties to the Headteacher, Staff and Governors of Askwith Primary School including:
 - Carry out reception duties, acting as the first point of contact for telephone and face-to-face enquiries
 - Communicate effectively with staff, governors, visitors, contractors, pupils and their families/carers
 - Read and action or forward all email in askwith@ycatschools.co.uk email address
 - Monitor stock levels, order office supplies and equipment and check incoming deliveries
 - Organise all maintenance and repairs required in the school
 - Draft all letters, newsletter, texts and emails to parents
 - Oversee the booking and payment systems for wrap around clubs, school lunches, extra nursery sessions, swimming lessons, class trips and residentials
 - Provide all financial or other information required by the YCAT central team
 - Manage the return of data required by NYC and the DfE
 - Manage applications, admissions and the timetable for the Nursery and apply for the Nursery funding
 - Book all school trips, residentials and swimming lessons and manage the associated permissions
 - Carry out DBS checks and maintain the Single Central Register
 - Liaise with NYC HR for any staff contract changes
 - Be the point of contact for the cleaners, cook, NYC IT services and any visiting contractors
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security.
3. Be well organised and able to prioritise workload and meet deadlines.
4. Be flexible, reliable and professional at all times.
5. Be responsible for promoting and safeguarding the welfare of children and young people within our school.

6. Have a 'can do' approach.
7. Participate in staff CPD and training as required.
8. Understand and implement the school's data protection policy.
9. Work collaboratively and supportively with the Headteacher and as part of a small team.

Job Purpose

To provide an administrative support service to the Headteacher and the school and nursery to ensure the smooth running of the school on a daily basis. The job holder works under the Headteacher.

Job Context

The School Office Administrator at Askwith Primary School provides vital support to the Headteacher, staff and Governors and acts as the first point of contact for parents and visitors. The postholder works collaboratively with the school team. A flexible, organised and professional approach with a strong commitment to child welfare is essential in this varied and rewarding role.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	• File and sort paperwork, including incoming and outgoing post and photocopy. • Compile standard letters, documents, orders and lists as directed by the Headteacher. • Undertake simple finance tasks, e.g. collect and bank monies (cash/cheques) and recording money received on the appropriate system • Maintain and update all necessary records using manual and computerised systems and check entries. • Maintain a diary of appointments and activities for the Headteacher and the school. • Report concerns and obtain support for any issues raised. • Redirect enquiries to other staff for specialist support as appropriate. • Meet and greet visitors and parents to school • Be parents' first line of contact.
Communications	• Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries. • Communicate effectively with other staff, visitors, pupils and their families/carers. • Compile information to be distributed in a weekly newsletter. • Attend staff meetings and training days by agreement with the Headteacher.
Resource Management	• Participate in the school's performance management scheme.

	• Monitor stationery stock levels, place orders as appropriate and check incoming orders. • Participate in training and other learning activities and performance development as required • Highlight additional training and supervision needed to build on your skills and knowledge.
Safeguarding	• Know about data protection issues in the context of your role. • Maintain confidentiality as appropriate • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
Systems and Information	• Maintain and update all necessary records using manual and computerised systems and check entries. • 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. • Oversee, monitor and collate school policy renewals • Share information appropriately – in writing, by telephone, electronically and in person.
Data Protection	• To comply with the YCAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	• 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	• 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 understanding of equality issues.
Flexibility	• Askwith Primary School 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 YCAT's Policies and Procedures.
Customer Service	• YCAT 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. • YCAT 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.
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Whilst this job outline provides a summary of the post, it is not a comprehensive list or description, and the job will evolve to meet changing circumstances.

Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Person Specification

JOB TITLE: SCHOOL OFFICE ADMINISTRATOR

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge • Good knowledge of Microsoft Office software and Office 365 • An understanding of the importance of safeguarding in schools • Knowledge of administration in a busy working environment	• Knowledge of school administration, school information systems and financial systems. Knowledge of Arbor and Parent Pay an advantage.
Experience • Experience of working in a busy office • Experience using Microsoft Office, Office 365 and school admin MIS systems	• Previous experience in working in a primary school office • Previous experience and/or understanding of using Arbor and Parent Pay
Qualifications • Maths and English GCSE grade C/4 or above • Evidence of continued professional development	
Skills • Be well organised and be meticulous with details • Be welcoming to colleagues, parents and visitors • Excellent interpersonal, teamwork and communication skills • Able to manage and prioritise workload and complete tasks effectively to meet deadlines • Excellent written skills	• Previous experience of working in a team
Essential approach to work • Friendly and positive approach to daily role • Commitment to whole school ethos and values • Enthusiastic and flexible approach • Ability to be proactive and use own initiative • Be punctual and reliable • A 'can do' approach to tasks • Demonstrate an appropriate level of confidentiality, child protection, security and safeguarding awareness	

How to find us

Askwith is a village and civil parish in the Harrogate district of North Yorkshire. The village is located in Wharfedale, and is close to the border of West Yorkshire.

Nearby towns are Otley, Ilkley and Burley-in-Wharfedale.

The school is located on Askwith Lane. Parking is available across the road next to the village hall.

For more detailed instructions on how to locate us please use the following website or use LS21 2HX in your SatNav.

