



# **Crossley Hall Primary School**

## **Recruitment Pack**

Senior Administrator

October 2022

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**Senior Administrator (Band 8 SCP 17-22)**  
**37 Hours 8.00am-4.00pm Mon- Thurs 8.00am-3.30pm Fri TTO plus 5 days**

An exciting opportunity for a Senior Administrator has arisen to work in our three form entry primary school. The role is to provide a superior front-of-house service to staff, visitors, parents and pupils within a busy environment. Working alongside our Operations Manager you will be responsible for leading the small office team and providing Finance and HR support to the Operations Manager.

*You will need to be passionate, resilient, and be able to multi task, prioritise as well as having the ability to work as part of a flexible, happy team .Experience in a similar role is necessary.*

***As a member of team can offer you:***

- ✓ *A friendly and experienced team of office staff*
- ✓ *The support of working alongside an experienced Senior Leadership Team*
- ✓ *A straight talking and energetic team with a great sense of humour*

***Ready for the challenge?***

*If you think you are up to the challenge then contact the school to arrange an essential visit or to obtain an application pack.*

***Discover what a great career move working with us would be!***

Contact: [D.Clifford@CHPS.PAYMAT.ORG](mailto:D.Clifford@CHPS.PAYMAT.ORG)

Mob: 07805449496

***Closing date: 11<sup>th</sup> October 2022***

***Shortlisting: 12<sup>th</sup> October 2022***

***Interview: W/C 17<sup>th</sup> October 2022***

**Why choose Crossley Hall?**

What our current Senior Admin says about us,

I joined Crossley Hall in June 2019 and knew instantly that I would enjoy being part of the team. I love that no two days are ever the same. As with all schools, it has its challenges but I have always found that the staff pull together and support one another through the good times and the tough times. Everyone strives to make the school a success and this team spirit is evident throughout the whole school. My next position has been possible due to the progression I have made at CHPS and I am pleased I will be still part of the Pennine team.

## **Our Headteacher Eleanor Monnery.....**

Let us tell you more about our amazing school! We are a **thriving, energetic and vibrant** three-form entry primary school, situated in the Fairweather Green area of Bradford. Our school stretches across three buildings, a mixture of traditional and modern. We form part of Pennine Academies Yorkshire Multi Academy Trust, a growing Trust consisting of 6 schools. Here at Crossley Hall, our team of dedicated teachers bring our curriculum to life, in line with our school values of, inclusion, aspiration and happiness.

*'Crossley Hall is a safe haven for all our pupils. A place where pupils and staff alike feel at home welcomed and accepted. We embrace those quirky traits, nurture imperfections and value difference. Inclusion here is a mind-set, not an intervention, program or specific 'room' in school. It is a way of thinking, it is who we are!'*

Reading, writing and maths are taught using evidence-based principles such as 'White Rose Maths' and a bespoke writing curriculum. Our approach to teaching the wider curriculum uses our 'Bradford roots' as the underpinning starting point. We complement our classroom-based learning with lots of additional experiences to promote both academic achievement and **wellbeing**. Every year each year group have the opportunity to visit three or more places to enhance their learning experiences. We believe all our children are included in all external visits so that they can experience the world beyond Bradford and aspire to be whatever they want to be.

The behaviour of our pupils is good because we build **positive relationships** based on mutual respect- everyone is expected to be kind, polite and hard working. As a school, we actively promote diversity, tolerance and respect for people of all faiths and backgrounds, and there is a real sense of harmony and dedication from staff and pupils alike. Our pupils love coming to school! We enjoy celebrating each other's successes in our weekly Celebration Assembly' which parents enjoy attending too.

Mental Health and Wellbeing are central to what we do here at Crossley Hall Primary School. Members of our SLT are trained Youth Mental Health First Aiders. We also actively support the wellbeing of our staff; two members of our staff are trained as Mental Health First Aiders and can provide support/advice to our staff.

Not only do we have **enthusiastic**, well behaved pupils, we also have a talented team of motivated and dedicated professionals, who, along with the leadership team, are united in the strong sense of ambition for the school. Our team of Support Staff are confident and highly skilled. Our **inclusive ethos** resonates throughout the school, and we are proud to cater fully for our children with additional needs. Our Resourced Provision for children with Communication and Interaction Needs (including Autism) work closely and collaboratively with the rest of the school.

Finally, please rest assured that we take the Professional Development of all staff seriously. We listen to our staffs needs and develop bespoke CPD opportunities across the year. We welcome you to come and visit and find out more!

**Headteacher :** Eleanor Monnery

## **Job Description**

**Job Title/Post:** Senior Administrator

**Salary:** Band 8 SCP depending on experience

**Responsible to:** Operations Manager

The Senior Administrator role is to provide high quality support to assist the Operations Manager in implementing excellent standards and procedures to ensure the smooth running of the school office. This involves ensuring that there is an orderly, safe and structured working environment for all.

The Senior Administrator will take care to follow school policy and procedure when dealing with all pupils, thus supporting the school ethos and providing continuity for students.

### **Responsible to the Senior Leadership Team**

The Senior Administrator will be responsible to the Operations Manager.

### **Continuous Professional Development**

The school values each staff member and is committed to ensuring the holder of this post will have opportunity to access appropriate CPD in order to further develop their ability to fulfil this role and further enhance their future career prospects.

### **Safer Recruitment**

Crossley Hall Primary School is committed to the safety and well-being of all our pupils and staff, and will follow all policies and recommended procedures to ensure the safe recruitment of staff.

### **Principal Responsibilities**

- To be responsible for the day to day running of the school office
- To assign tasks to the office staff where necessary
- To oversee the decisions made regarding the school office in the absence of the Operations Manager
- To implement new system to ensure smooth running of the school office
- To deal with parental complaints in the first instance
- To oversee school letters, trips, admissions, visitors and events
- To manage central stock for the office
- Raise orders and invoice ensuring that the schools budget is monitored effectively
- Assist in managing school contracts and assets via the asset management system
- To assist the Operations Manager in budget monitoring and production of monthly budget reports to budget holders.
- Provide advice and guidance to staff and others on complex financial issues
- Develop constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required
- Assist the Operations Manager in monitoring and evaluation of the school budget
- To complete HR admin for the Operations Manager including back to work meetings, Stage 1 Hearings, contracts, contract change, new starters, leavers and temporary staff.
- School Census and Nursery Census
- Managing school milk and milk returns
- Submitting DATA and being responsible for assigning required log ins for staff

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>SKILLS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of development, management and operation of administrative systems and ICT packages including Microsoft Office software Arbor/PSF/HCSS</li> <li>• Experience of working within a school</li> <li>• Excellent organisational and time management skills</li> <li>• Ability to lead and manage other staff</li> <li>• Ability to fulfil all spoken aspects of the role with confidence.</li> </ul>	<input type="checkbox"/> Website maintenance
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs including English and Maths Grade C or above or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisory / management qualification</li> <li>• Health and safety qualification, e.g First Aid</li> </ul>
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>• Evidence of self-development</li> <li>• Willing to undertake training as required and assist in training colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of training in advanced ICT applications</li> </ul>
<b>SPECIAL KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of managing people</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of education and policies and procedures relating to working in a school</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Flexible in terms of working evenings on occasion in line with school calendar</li> <li>• Eligible to work in the U.K.</li> <li>• No contra-indications in personal background/criminal record indicating unsuitability to work with children/young people</li> </ul>	
<b>DISPOSITION/ATTITUDE</b>	<ul style="list-style-type: none"> <li>• Ability to work under pressure and meet conflicting demands within deadlines</li> <li>• Ability to communicate effectively at all levels</li> <li>• Flexible and positive approach to change</li> <li>• Willing to work as part of a team</li> <li>• Professional and customer service orientated</li> <li>• Ability to maintain a high level of confidentiality and discretion at all times</li> </ul>	
<b>PRACTICAL/INTELLECTUAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Complex problem solving</li> <li>• Proactive</li> </ul>	<input type="checkbox"/> Creative thinking <input type="checkbox"/> Able to contribute to the wider school community and activities
<b>PHYSICAL/SENSORY</b>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate</li> </ul>	
<b>EQUALITY &amp; SAFEGUARDING</b>	Candidates should indicate an acceptance of, and a commitment to, <ul style="list-style-type: none"> <li>• the principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the community".</li> <li>• safeguarding and promoting the welfare of children and young people</li> </ul>	

