



**LAURENCE JACKSON
SCHOOL**

Senior Administrator

APPLICATION PACK

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WELCOME LETTER FROM THE HEADTEACHER

Dear Applicant

We are seeking to appoint an experienced, highly skilled and committed Senior Administrator. This is an exciting opportunity to join our school in a role within a key part of our successful administration team.

Laurence Jackson School is a genuinely comprehensive school serving the rural town of Guisborough and surrounding rural area. Students also choose to come to Laurence Jackson from south Middlesbrough. Whilst the school has a pupil premium that is broadly in line with the national average at 25%, Our intake is wide ranging by nature, and we are proud of our very inclusive philosophy. In June 2024, Ofsted rated our school as Good.

The school is a larger than average 11 to 16 secondary school with 1240 on roll and PAN of 1250 and is full on first choices for September 2024 and has been oversubscribed for the last three years. Student mobility is low. The school moved into a new building in 2016 as part of the Building Schools for the Future initiative. The new school provides an excellent learning environment.

Support staff are pivotal and play a crucial part in the day-to-day smooth running of school, providing a wealth of knowledge, skills and experience which ensures that high standards prevail. In recent years we have developed a number of career pathways for support staff and there are number of leadership roles that are delivered by non-teaching staff in the school. We are committed to continuing to build on a strong team of support staff that are fully committed to building an excellent school for our community.



Catherine Jukes

Headteacher

Laurence Jackson School

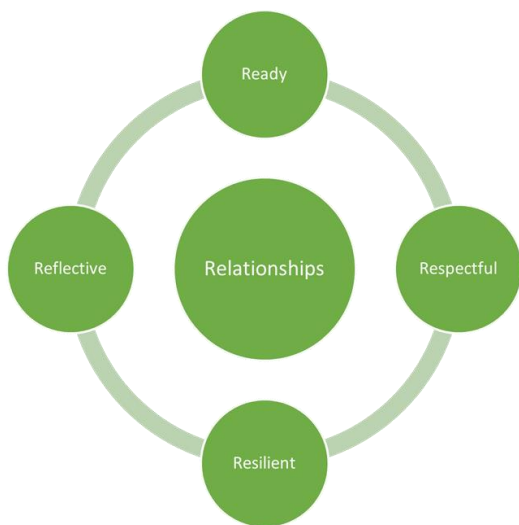


LAURENCE JACKSON VISION & ETHOS

We aim to develop lively, enquiring minds, encouraging our students to have a thirst for learning. We work closely with our students, building their self-confidence so they can become more independent in their learning. This enables our students to view education as a lifelong process. In addition to this, students are supported and guided through the key transition points of their education to ensure they make the right choices for their future.

We believe that supporting students to develop these skills and attributes leads to students who are equipped to be excellent both academically and socially. Our ethos helps ensure that Laurence Jackson School is a school with a positive culture and climate for learning.

Our ethos has five key elements. We know that positive relationships need to be at the centre of everything we do and students need to be able to demonstrate that they can be ready, respectful, resilient and reflective in their behaviour choices and in their attitudes to learning. Our strong character education and personal development curriculum provides students with structure opportunities to develop these characteristics



VACANCY

Senior Administrator

**Grade G, SCP 9-12 (£21,702 - £22,827 actual salary)
Permanent - 37 hours per week, term time plus 5 days
(to start as soon as possible)**

Laurence Jackson School is a 11-16 comprehensive school of 1243 students. Our intake is wide ranging by nature and we are proud of our very inclusive philosophy. We are seeking to employ a Senior Administrator to manage recruitment, staff absence processing and student exclusions as well as completing other administrative and organisational processes. You will be part of a very busy department and will be expected to prioritise and multi task to meet deadlines.

We have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents
- Opportunities for career development.

The successful candidates must have:

- A calm, understanding and friendly personality
- Excellent communication skills
- A professional, nurturing and resilient approach
- The willingness to work flexibly and constructively as part of a team
- A hard-working approach

Applications should clearly outline why candidates want to work at Laurence Jackson School and what other attributes they have to offer to the wider school ethos should be included.

Application forms and further details are available on the school's website –

www.laurencejackson.org or visit [Work for us \(valt.org.uk\)](http://Work for us (valt.org.uk))

Please email your completed application form to vacancies@laurencejackson.org addressed to Mrs C Jukes, Headteacher.

Closing Date: 11th October 2024 at 09:00am

Interview Date: 16th October 2024

About Vision1590 Trust

Vision1590 Trust was established on the 1st September 2024 following the merge between VALT (Vision Academy Learning Trust) and The 1590 Trust.

Vision1590 currently consists of 15 schools which include 4 secondary schools and 11 primary schools and a teaching school. Our mission is to provide high quality education in our schools that is supportive, respectful, in an inclusive environment that builds a foundation for life-long learning. All schools have strong links and together we feel we can do more for our local communities, students, pupils, parents and staff.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

JOB DESCRIPTION

SCHOOL	LAURENCE JACKSON SCHOOL
POST TITLE	SENIOR ADMINISTRATOR
GRADE	G
HOURS	37 HOURS PER WEEK (TTO +5 DAYS)
REPORTS TO	PA/OFFICE MANAGER
MAIN PURPOSE	Under the guidance of senior staff, the post holder is responsible for managing whole staff absence, recruitment, student exclusions, and completing other administrative and organisational processes.

PRINCIPLE ACCOUNTABILITIES AND DUTIES

Designated personnel support

- Maintain staff absence records;
- Monitor staff absence and advise the Headteacher accordingly;
- Use electronic platforms, including payroll, to record and process staff absence and maintain all staff absence paperwork;
- Coordinate recruitment, including adverts, interview schedules, references and personnel checks with the support of the trust central team;
- Update the Single Central Record to reflect contracted staff, governors, volunteers and authorised visitors;
- Coordinate new starter induction, including long term supply, volunteers and governors.

Administration

- Process student exclusions, including coordinating governor hearings when necessary;
- Update staff contract records on MIS as advised by the central HR team;
- Update staff CPD records;
- Support senior leaders in coordinating school events such as Parents Evenings and Open Evenings, including attending the events to register parents and coordinate queries;
- To keep up to date with relevant training required for the job roles being performed;
- To provide advice and guidance on principle accountability related matters to staff, students and others.
- To keep up to date with any changes in regulations or requirements in connection with the role being performed and implement these within the school;
- Any other appropriate duties as requested such as assisting with general main office admin duties, for example, answering the telephone;
- Support communication home.

Resources

- Operate relevant equipment complex ICT packages;
- Provide advice and guidance for staff, students and others;
- To keep up to date with any changes in safer recruitment at the guidance of trust central team;
- To undertake any administration, work necessary to fulfil the role;
- Ensure transition information from primary schools is accurately recorded in the MIS system;
- To manage and maintain any home school communication systems, dealing with outgoing and incoming messages and parental access.

Responsibilities

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person;
- Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies;
- Contribute to the overall ethos/work/aims of the school;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times;
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> NVQ 3 or equivalent qualification in relative discipline, e.g. Business Administration Level 3 or appropriate experience. 	<ul style="list-style-type: none"> 5 GCSE's including grade C in English and Maths or equivalent. Willingness to participate in training and development opportunities. HR qualification.
EXPERIENCE & KNOWLEDGE:	<ul style="list-style-type: none"> Experience of development, management and operation of administrative systems. Highly competent in the use of Microsoft Office packages and IT programmes. 	<ul style="list-style-type: none"> Knowledge of the education system/experience of working in a school environment. Experience and knowledge of current data protection practices Experience and knowledge of school information management systems. HR experience.
SKILLS:	<ul style="list-style-type: none"> Ability to work successfully as part of a team and to prioritise and multi task effectively to meet deadlines. Excellent communication skills, both orally and in writing, to a wide range of audiences. Excellent inter-personal skills. Excellent attention to detail. Excellent organisational skills. Ability to relate well to children and adults. 	<ul style="list-style-type: none"> Appropriate knowledge of First Aid. Understanding school roles and responsibilities and how own position sits within these.
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> Ability to accept responsibility and use initiative within departmental protocols/procedures. Flexible approach to work with a calm and unflustered manner. A commitment to working as part of the whole school team and supporting the vision and aims of the school. Confidence to challenge other professionals. 	

HOW TO APPLY

Application forms and further details are available on the school's website –

www.laurencejackson.org or visit [Work for us \(valt.org.uk\)](http://Work for us (valt.org.uk))

Please return your completed application form to vacancies@laurencejackson.org for the attention of Mrs C Jukes, Headteacher.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

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EMPLOYEE BENEFITS

Wellbeing



Provided by Westfield Health & Wellbeing – the programme provides counselling support to all staff in the following areas:

- Free and confidential support
- Emotional, financial and legal guidance
- Up to 6 sessions of structured counselling, if recommended
- Advice on Family issues
- Medical Information
- Housing Concerns
- Stress & Anxiety
- Tax Information
- Bereavement

Pensions



All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work



We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance



We provide a generous Annual Leave entitlement for Support Staff of 26 days leave, rising to 31 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development



As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.

Corporate Benefits



We currently offer a range of benefits to staff including the following:

Corporate membership to;

- Escape zone at Sporting Lodge – £30 a month (instead of £35)
£150 – 6 months
£300 – 12 months
- Bannatynes – discounted price available on request at individual gyms
- Childcare vouchers (as Child Care voucher schemes were closed to new entrants by the Government in 2018, this is for existing members only)



- <https://www.discountsforteachers.co.uk/>
 - Free to join and offers a range of discounts on everything from groceries to shopping, to days out for yourself or families
- <https://www.teacherperks.co.uk/perks>
 - Free to join – discounts on shopping, groceries, days out
 - Also includes some free lesson plans

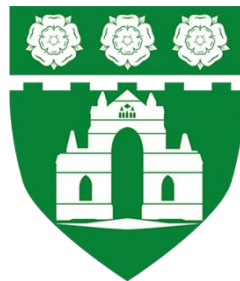
Policies and Procedures

Vision Academy Learning Trust is an ethical employer, supported by the following robust employment policies and procedures:

- Recruitment and retention
- Flexible Working Policy
- Sickness absence policy
- Special leave policy
- Shared parental leave policy
- Health and safety policy
- Ongoing individual risk assessments where required
- Working time directive – monitoring of hours worked by individuals



LAURENCE JACKSON
SCHOOL



Church Lane,
Guisborough,
North Yorkshire,
TS14 6RD

Telephone

01287 636361