

Recruitment pack

Senior Administrator - 12 month fixed-term contract.

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Welcome from the Academy Principal

Thank you for showing an interest in working at Denewood Academy.

Our unique school is centered around reigniting the love of learning and relational practice. Through a carefully selected programme of high-quality education and experiences, we help shape each pupil's journey and support them in creating their individual success stories.

We offer outstanding teaching and learning and exceptional personal support in an inclusive, child-focused environment. We are dedicated to helping children succeed in and out of the classroom. Using the 5 C's model, we support our pupils to develop a positive **character**: better preparing them for lifelong learning and good choices. We ensure pupils leave with **confidence** and **curiosity** to develop new skills and we encourage pupils to use their **creativity** to deal with new **challenges**.

The impact this school has on the lives of our pupils, together with the passion and dedication of our teachers, makes me proud to be Head of School at Denewood Academy.

If you feel that Denewood Academy aligns with your values as an educator, we look forward to hearing from you.

Mrs Kristina Higginson NPQSL

Academy Principal

POST	SENIOR ADMINISTRATOR
Reports to	Principal
Salary range	Grade GLPC - E Points 12-19 (£23,890 to £26,925 per annum actual salary)
Contract type	Fixed-term for 12 months (January-December 2024)
Hours	Term time only + 2 weeks (37 hours per week)

The role in a nutshell

As a Senior Administrator at Denewood Academy, you will take a lead role in supporting the centralised Business Support Services as well as the Senior Leadership Team at the Academy in areas of finance, HR, payroll, administrative support to the Senior Leadership Team and school office responsibilities. You will work closely with the Principal as well as other Senior Leaders

Why the school needs this role

This fantastic opportunity has become available as the school continues to drive its core ambition to offer an excellent education to all children.

You will support the business functions of the Trust through the effective management of the academy office. You will be supporting the whole staff in their aim to help children learn and develop the skills and character required to foster confidence, curiosity, creativity, and empathy. We believe that with these values, they will progress with the spirit and skills necessary to embrace life's challenges.

The opportunity

This role is a rare opportunity to combine creativity, intellectual challenge, and fun to light a flame of passion in our children's lives.

You will be supported by an incredibly focused staff team and a leadership group that are relentless in their pursuit of excellence. Together, we exhaust all methods possible to make an optimum learning environment for our children.

The wider school community supports Denewood Academy. These partnerships are quickly secured in our community when you share your passion for learning, exploring, asking questions, and coming up with new and better solutions to problems. The successful candidate will become an essential part of the daily interactions with parents and community members as you build positive lasting relationships that help inspire children in your care and shape their future interests.

The Academy

Denewood Academy is a specialist pupil referral unit in Nottingham providing education for pupils from seven to fourteen years who received a permanent exclusion from a mainstream setting due to behaviour concerns. Pupils are referred to the school by the local authority. Denewood offers 42 onsite places and offsite places at Alternative providers.

Denewood Academy is a Good school (Ofsted. February 2020)

- “Pupils like attending this welcoming and friendly school. “
- “Leaders create a calm place of safety where pupils, previously ‘switched off’ from education, are now learning. “
- “Staff help pupils to overcome challenges and focus on their educational goals”.



The candidate

The ideal candidate will be:

- experience of working in a school office or similar experience
- experience of using a school management information system i.e., Arbor/PSF Financials
- exceptional communication skills
- experience of leading and supporting team members
- experience of creating and updating the Single Central Record
- experience of school finance
- an eye for detail
- excellent customer service skills
- have good literacy / numeracy skills.

We welcome applications from everyone who believes they meet the expectations of the role regardless of age, gender, ethnicity, sexual orientation, faith, or disability. To ensure that our staff composition is representative of the communities we serve, applications from groups who are currently under-represented in education including people with disabilities and people from minority ethnic backgrounds are particularly encouraged.

General duties and responsibilities

Key tasks / responsibilities:

Finance	<ul style="list-style-type: none">• Assist SLT in ensuring accurate budgetary expenditure throughout the year.• Manage effective administration of all financial procedures, e.g. processing of orders, goods received notes, collation/processing of all school monies.• Responsibility for maintaining the computerised financial system, ensuring that financial deadlines are met as set out by the central finance office along with the detection and correction of errors.• Ensure effective administration of complex procedures/forms/returns, including those required by the Trust, and other outside agencies.• Ensure selection and management of resources.• Ensure the cataloguing, preparing, issuing and maintaining equipment for the school inventory.

School Administration	<ul style="list-style-type: none"> • Line manage the school office administration team. • Responsibility for ensuring that a reception / switchboard service is in operation and dealing with complex reception matters. • Operate and maintain relevant equipment and complex ICT packages. • Oversee the collation and maintenance of the pupil/school details both manual and computerised, including responsibility for analysis and evaluation of data/information and production of reports as requested. • Ensure the provision of personal/clerical/administrative and organisational support to other staff including the provision of advisory guidance/response on complex matters. • Responsibility for the administration and liaison with staff • Ensure the effective completion of returns and reconciliation of queries. • Support the Educational Visits Co-ordinator in the administration of school visits.
Personnel Administration	<ul style="list-style-type: none"> • Assist in the recruitment process of staff and manage the associated employment procedures devolved from the central HR Department • Effective maintenance of the HR Management Information System for all staff records, including staff absence and related insurance schemes, and staff returns to the central HR Department. • Administration and management of supply cover for absent staff arrangements. • Updating the Single Central Record (SCR) • Responsible for payroll and contractual changes along with providing associated documents to the HR/Payroll Officer. • Undertaking audits of the SCR with the Trust Safeguarding Lead
General	<ul style="list-style-type: none"> • Support senior staff in undertaking research and obtaining information to inform school decisions. • Undertake administration of work experience procedures. • Liaison with school health service/pupils/staff/parents in relation to pupil welfare.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer. The responsibility level of any other duties should not exceed those outlined above.

About your benefits

The position attracts an excellent remuneration package including a competitive salary, pension and health assured programme of support. Participation in annual training and development is expected and training bursaries are available on request.

About the application process

If you meet the criteria and you are enthusiastic about the role, we would welcome your application. To complete the application, you would need the following document(s):

1. Maximum of 1 A4 side, outlining how you feel you meet the role and why you believe you can make a difference to children and young people.
2. Completed application form and associated documents through the portal.

If you would like an informal discussion with the Academy Principal, please contact Kristina Higginson on: 0115 915 1271

Only candidates requested for an interview will be contacted. If you are not invited, we thank you for your interest in this exciting post with the Trust.

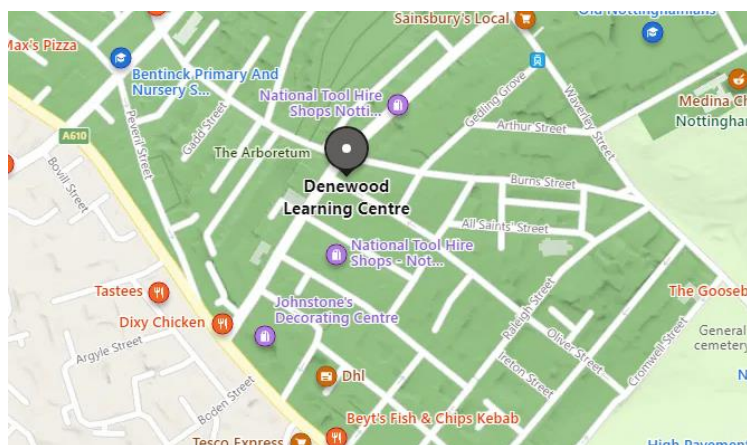
Raleigh Education Trust is obliged by law to operate a checking procedure for employees who have substantial access to children and young people. It is an offence to apply for a position within a school or trust if you are barred from engaging in regulated activity relevant to children.

Person specification

Knowledge	<ul style="list-style-type: none">• Understanding of effective management and operation of administrative systems.• Financial systems and procedures to control and monitor a budget.• Working knowledge of relevant financial regulations and associated legislation.• Awareness of the Data Protection Act.• Awareness of Health & Safety procedures• Understanding of Child Protection issues and procedures.
Skills/Abilities	<ul style="list-style-type: none">• Ability to communicate effectively on a variety of levels using a variety of methods.• Ability to work constructively as part of a multi-disciplinary team and understand your role within the school community.• High level of numeracy and literacy skills.• Ability to carry out effective research.• Very good standard of ICT skills, including use of Microsoft Word, Excel and the setting up of simple databases.• Ability to relate well to a range of people including Senior Management Teams, Governors, parents and children.

Experience	<ul style="list-style-type: none"> • Experience of maintaining and operating specialist ICT packages including databases and financial systems. • Experience of writing basic and more complex reports both statistical and factual. • Experience of managing resources including ordering, receipting, auditing, cataloguing and coordination of maintenance of equipment.
Work to promote mutual respect and good relations	<ul style="list-style-type: none"> • Awareness, understanding and commitment to the pursuit of equality of opportunity in terms of service delivery and employment practice. • Awareness of the needs of schools in a multi-cultural environment. • Commitment to the Trust's equal opportunity policies.
Work related circumstances	<ul style="list-style-type: none"> • Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person. • Be aware of and support differences and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school. • Establish constructive relationships and communicate with other agencies/professionals. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as appropriate. • Participate in training and other learning activities and performance development as required.

Address and contact details



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Denewood Academy is a sponsored Academy within the Raleigh Education Trust.

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