

# Tapton SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

# Part Time Admin Officer

# Permanent

# Candidate Information Pack



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Welcome to Tipton School Academy Trust (TSAT) and thank you for your interest in joining our organisation. I am the new Chief Executive Officer and I feel incredibly proud to lead to such a wonderfully diverse group of schools, who have people at their heart. We were established in 2011 and operate a family of schools across Sheffield, offering education from early years to sixth form.

We employ over 900 staff and those people are incredibly important to us. One of our key strategic priorities is to make TSAT a 'great place to work' and we are working hard to achieve that. If you work with us, you will receive best-in-class talent management opportunities, to develop yourself and open doors to a wealth of career opportunities within (and outside of) our trust.

We are mindful the workload challenge currently facing the sector, so are focused on reducing workload and creating conditions where our colleagues have fair work/life balance. To do so, we are investing in technology (such as iPads and AI) and creating aligned curricula and assessments, to save our staff time so they can focus more on the things that really matter.

We are at an exciting crossroads in our journey as a multi-academy trust. If you are passionate about working with young people, and love working collaboratively within a team environment, then we'd love to hear from you. If you want to help shape the future of a modern, transformative group of schools, where excellence, innovation and collaboration thrive, you will find a like-minded group of people at TSAT.

Thank you again for your interest in joining us and the best of luck with your application.

**Lee Barber**  
**CEO**



# About TSAT

Since forming in 2011 TSAT has grown to 9 schools, 5 primary and 4 secondary, providing learning to over 7,500 learners from 2 – 18.

Collaboration is at the heart of our Trust. Our aspiration, with distributed leadership across TSAT, is to be greater than the sum of our parts.

**Our Vision** : To realise the life chances and dreams of every child.

**Our Mission** : To provide a safe place to be; provide great teaching and learning; create an environment where all opportunities are in reach.

## Our Values

- A culture of professionalism.
- A focus on nurture as well as achievement.
- Involvement of the family and wider community in everything we do.
- Make visible those who feel invisible through disability, poverty, ethnic or cultural disadvantage.
- Mutual support and development.
- The health, well-being and safety of all our people.

## Our ways of working

- Schools sign up to our 'Mission, Vision and Values' and collaborative ways of working.
- Schools collaborate 'in partnership for excellence with TSAT'
- Each has something to bring to the table and can lead on this.
- Schools retain their identity and are part of something special.
- Differentiated solutions according to support needs.
- Mentoring, coaching, directing.
- A clear [scheme of delegation](#) and decision making to ensure that all our children get the best educational experience.

For further information please visit the Trust website: [TSAT - Home \(taptonttrust.org.uk\)](http://TSAT - Home (taptonttrust.org.uk))

# Our Schools

Our five primary and four secondary schools work in close partnership with the aim of realising the life chances and dreams of every child and becoming an outstanding Trust.

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitude and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

## **Primary Education**

All 5 primary schools are Ofsted rated 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

[Primary Education](#)

## **Secondary Education**

Our secondary schools work in close collaboration to further develop our curriculum and outcomes.

Our sixth form provision is Ofsted rated 'Good' or 'Outstanding'

[Secondary Education](#)

## **Central Services**

Our support staff are highly valued and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities
- Finance
- Governance
- HR
- IT
- School Improvement.

# About Meynell Primary School

Meynell Primary School is situated in the north of the city and benefits greatly from our extensive 8 acres of land. Meynell is a two-form entry with an average of 480 pupils, including nursery. Nursery is housed in a separate building on the school site with a two-year-old provision for up to 40 pupils and a three to four-year-old provision for up to 104 pupils. There is currently a Headteacher, three Assistant Heads and an extensive SEND, Safeguarding and Inclusion Team.

Our ethos of **Aspire, Believe, Explore, Achieve** underpins everything that happens in our school. At Meynell we pride ourselves on our commitment to providing a broad, balanced and creative curriculum, ensuring children achieve through enjoyment of learning, and challenge themselves to meet and exceed their goals.

Our children are immersed in relevant and purposeful learning which prepares them for, and helps them to flourish in, a life beyond the school gates. We aim to inspire our children to be future thinkers, innovators, creators and problem solvers. We have recently set up our Forest School provision providing explorative, risk taking, outdoor learning.

The school is Ofsted rated “Good” from the last inspection in July 2023.

***“This is a school in which pupils develop a sense of emotional and physical safety. They are surrounded by adults who care about them and want them to achieve and succeed.”***

***“Staff and leaders are ambitious for pupils, academically and socially.”***

This is an exceptional opportunity for someone with drive and ambition to become part of Team Meynell. We are a committed and welcoming staff team, who put the best interests of our children first. We offer high quality opportunities for professional development within school and across the Trust.

## The Role

We are seeking to appoint an Admin Officer to join our admin team at Meynell Primary School as soon as possible

<b>Salary Range:</b>	Grade 3 SCP 5-6 £24,790 - £25,183
<b>Responsible To:</b>	HR & Office Manager
<b>Responsible For:</b>	Providing routine general administrative support to the school
<b>Hours of Work:</b>	Part time (afternoons) Monday to Friday Minimum of 16 hours per week – hours can be negotiable
<b>Holidays:</b>	N/A
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• A school team committed to providing an excellent education for every child</li><li>• Children who love learning and want to achieve</li><li>• A high level of community involvement</li><li>• A well-resourced and stimulating environment</li><li>• High quality CPD opportunities</li><li>• A well-established family of schools which shares and builds on effective practice</li><li>• Teachers Pension Scheme</li><li>• Salary Sacrifice Car Scheme</li><li>• Cycle to Work Scheme</li><li>• Discounted membership for Westfield Health</li><li>• Occupational Health</li><li>• Wellbeing Programme</li><li>• Continuous CPD and Training</li></ul>

# The Person

## The successful candidate will demonstrate the following:

<b>Skills and Knowledge:</b>	<p>Must have excellent communication and organisational skills</p> <p>Have good ICT skills.</p> <p>Have an ability to work as part of a team in a busy environment is essential.</p>
<b>Experience:</b>	<p>Successful experience of working in a similar role is desirable.</p>
<b>Education, Training and Qualifications:</b>	<p>Excellent communication skills.</p> <p>Good numeracy and literacy skills.</p>
<b>Personal Qualities:</b>	<p>Have an ability to work as part of a team in a busy environment is essential.</p> <p>Must have excellent communication and organisational skills.</p> <p>Must be friendly and approachable and be able to be responsive to the needs of the school and community. Must have an excellent work ethic and be a strong team member.</p> <p>Ability to develop and maintain excellent working relationships with all members of the school community Share in our vision for realising the life chances and dreams of every child</p>
<b>Work Related Circumstances (including working conditions)</b>	<p>We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.</p> <p><b>Fluency Duty:</b> The ability to converse at ease with members of the public and pupils and provide advice in accurate spoken English is essential for the post.</p>

# Responsibilities

- The postholder must at all times carry out his/her duties and responsibilities within the spirit of Tapton School Academy Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

This role will be working in the main office providing whole school administrative support and there will also be a number of designated responsibilities to oversee.

- Undertake reception duties answering routine telephone and face to face enquiries and signing in visitors.
- Assist with pupil first aid welfare duties looking after sick pupils liaising with parents, staff etc. in accordance with the school policy on administering medicine.
- Assisting with arrangements for visits by school nurse, photographer etc.
- Provide routine admin support e.g. photocopying, filing, emailing & complete routine forms.
- Maintain manual and computerised records management information systems.
- Undertake typing and other IT based tasks.
- Sort and distribute mail.
- Undertake routine administration e.g. daily attendance registers extracurricular registers & school meals.
- Operate office equipment e.g. photocopier computer.
- Arrange orderly and secure storage of supplies.
- 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.
- Be aware of and ensure equal opportunities for all.
- Contribute to the overall ethos work aims of the school.
- Appreciate and support the role of other professionals as appropriate.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Any other duties and responsibilities appropriate to the grade and role.



# How to apply

Informal discussions and visits to the school are warmly welcomed, Please contact Zoe Hill, HR & Office Manager to arrange on 01142311425 or [enquiries@meynell.sheffield.sch.uk](mailto:enquiries@meynell.sheffield.sch.uk)

Applications for this role are via the TES website. If you require a paper of the copy of the application form please contact Zoe Hill, HR & Office Manager on 01142311425 or [enquiries@meynell.sheffield.sch.uk](mailto:enquiries@meynell.sheffield.sch.uk)

Closing Date – Sunday 11th May 2025 at midnight

Shortlisting – Monday 12th May 2025

Interviews – Monday 19th May 2025

## **Safeguarding**

TSAT is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

### **Shortlisted Candidates:**

- References will be requested before interview.
- A Criminal Convictions Disclosure Form will be requested at interview.
- Evidence of identity / right to work in the UK will be requested at interview.
- Qualification certificates will be requested at interview.
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview.

- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role or to working with children then this may be raised with the candidate at interview and/or we may take advice from the local authority children's services.

### **Successful Candidates:**

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check.
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts).
- Pre-employment medical screening.

**Please note:** Canvassing of any employee, Trustee or member of the Local Governing Board directly or indirectly is prohibited and your application will be disqualified.

### **Policies**

Our approach to safeguarding, and school safeguarding policies can be found on the Trust website: [TSAT - Safeguarding \(taptontrust.org.uk\)](https://www.taptontrust.org.uk)

### **Equality & Diversity**

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation. [Click Here](#) to access TSAT's Equality and Diversity Statement.

### **Data Protection**

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies page](#) of our website.