



**TAME RIVER
EDUCATIONAL
TRUST**

Administrator – Hyde High School

Candidate Information Pack

**Great schools in which to learn, teach and belong.
Welcome to Tame River Educational Trust**



Dear Candidate

Thank you for your interest in the post of Business Support Administrator with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.

Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.

The Trust is currently comprised of three academies: Droylsden Academy, Hyde High School and Mossley Hollins High School.

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.

Phil Wilson
Chief Executive Officer



An Introduction to our Trust Schools



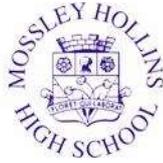
Droylsden Academy

Headteacher

Mr E Mayell

Droylsden Academy is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The Academy is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. Our staff are driven by the belief that every child should go to a great school and we believe that every child can become a great learner through politeness, hard work and honesty.

We believe that success should be measured by both academic progress and by one's contribution to our community and wider society.



Mossley Hollins High School

Headteacher

Mrs A Din

Mossley Hollins High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. We are a happy, academically ambitious and inclusive school and we are passionate about learning. At the heart of everything we do are our deeply held values of manners, hard work and honesty.

We believe that success should be measured both by academic progress and achievement, and also by one's personal and social development and one's contribution to our community and to society.

Hyde High School

Headteacher

Ms G Arnold

Hyde High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school serves over 1200 students, is heavily over-subscribed and has an impressive modern building. We provide an engaging and inspiring educational experience that instils in our students a lifelong love of learning and respect for themselves, our community and our environment. A place where warmth, high expectations and strong values are prevalent in everything we do. A learning environment where every student can thrive and belong. Our work is under-pinned by a clear set of values **Ready, Respectful and Safe**.

We are rooted in our community, and we celebrate the diversity and uniqueness of everyone. We know that a successful school depends on a strong partnership between school and home and this shared approach is key to the individual success and happiness of every student.





Application Procedure

For a confidential discussion on current vacancies please contact the HR Team at HR@Hydehighschool.uk

To apply for the role please complete the application form – available to download from our website and return it to HR@Hydehighschool.uk

In compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Advertised: xxx Closing date for Applications: xxx

Interview Date: Will be held as soon as possible after the closing date, following shortlisting.

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application has been unsuccessful, on this occasion.

Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Job description	
The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	Administrator
Reporting to:	School Business Manager
Hours & Salary	The normal working hours shall be 36 hours per week, term time only. The salary for this position will be paid on the NJC Scale D point 7 – 10 (currently £25,584 - £26,835 full time equivalent salary), the pro-rata actual salary for this position will be £22,005 - £23,081, with a pay award pending.
Role Overview	The administrator will provide a full administrative service within the school, providing exceptional administrative assistance where directed. This job description is written at a specific time and is subject to change as the demands of the Trust, school and the role develops. The role requires flexibility and adaptability, and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.
Child Protection and Safeguarding:	The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.
Main duties and responsibilities:	As an administrator, you are expected to: <ol style="list-style-type: none"> 1. Undertake a diverse range of administrative and clerical duties within the school business functions, to ensure well-presented and accurate correspondence, reports and other documentation as directed by the School Business Manager. 2. Answer internal and external calls for the school, dealing professionally with callers at all levels. Process messages to staff and students, delivering urgent messages as and when required. 3. Provide a general administrative function for school trips and events using Parent Pay. 4. Assist the HR Officer with recruitment events and other administrative tasks as required. 5. Assist with the administration of events associated with the school, including with the coordination and organisation of meeting rooms, catering, IT and cleaning. 6. Assist with providing cover for support staff absence within the school where appropriate.

	<p>7. Ensure filing, copying and shredding for business support functions is up to date.</p> <p>8. To assist the PA to the Headteacher to organise the school photographs each September for year 7 and 10.</p> <p>9. To assist the PA to the Headteacher to facilitate and organise all immunisations in liaison with the Immunisation Team.</p> <p>10. To assist with exam invigilation if required.</p> <p>As a member of staff, you are expected:</p> <p>1. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere.</p> <p>2. To follow and uphold all school policies and be an excellent ambassador for the Trust and Hyde High School.</p> <p>3. To have a responsible and diplomatic approach to matters of a confidential nature.</p> <p>4. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day.</p> <p>5. To develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems.</p> <p>6. To undertake any other duties that might be reasonably requested, by the Headteacher, Curriculum Leader, Line Manager, or any other member of the senior leadership team. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.</p> <p>7. To act as a First Aider (training provided).</p>
<p>Health and Safety:</p>	<p>The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues.</p> <p>All Trust schools are non-smoking sites.</p>
<p>General:</p>	<p>This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Academy's appraisal programme and to participate in appropriate staff training and development activities.</p>



Person Specification			
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • 5 or more GCSEs at Grade A* - C (or equivalent) 	<ul style="list-style-type: none"> • Evidence of continuous professional development and training • Educated to A-Level or equivalent level 	<ul style="list-style-type: none"> • Production of the applicant's original certificates.
Experience	<ul style="list-style-type: none"> • Experienced in administrative work • Fully proficient in the use of Microsoft Office packages • Experience of operating in a discreet and confidential environment • Proven track record of successful support to senior management teams • Experience of basic finance • Experience of organising 	<ul style="list-style-type: none"> • Experience of working within a school • Good knowledge of School IT Systems • Experience of proof reading 	<ul style="list-style-type: none"> • Contents of the application form. • Interview. • Professional references.
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent organisational and time management skills • Excellent attention to detail and accuracy • Excellent communication skills, both confident and articulate in conveying a message • Good telephone manner in dealing with a range of callers • Excellent relationship builder- can build credibility and rapport with people at all levels, both within and outside of the School. Ability to establish positive relationships with teaching and non-teaching staff, pupils and external stakeholders • Ability to manage multiple 		<ul style="list-style-type: none"> • Contents of the application form. • Interview. • Professional references.



	<p>tasks and deadlines</p> <ul style="list-style-type: none">• Work flexibly and constructively as part of a team, understanding school roles and responsibilities		
Personal competencies and qualities	<ul style="list-style-type: none">• Interpersonal skills. Outstanding 'people' skills Demonstrable ability to listen, be inquisitive, build rapport and communicate persuasively with people of different backgrounds• Communication. Ability to write and speak messages that are clear, accurate, convincing, and inspiring. An appreciation of how to use different media to best effect with different audiences. Ability to speak confidently in public at individual or group level• Creativity. The ability to adapt to new situations and address problems from new perspectives• Reliability. Attention to detail, deadlines, and budgets; persistence in following through multiple extended projects. Discretion when dealing with parents or sensitive information• IT awareness. Competence in standard office software including advanced Excel skills. A detailed understanding of school IT systems and their benefits• Willingness. To attend Open Days and other School events, to play an active part in the school community• Passion for helping children and young people learn		<ul style="list-style-type: none">• Contents of the application form.• Interview.• Professional references.



	<ul style="list-style-type: none">• Trustworthiness and integrity• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Ability to engender confidence in young people• A warm, friendly, and patient manner• Ability to build positive relationships with all students that allow them to achieve to their highest potential• Discipline and time management skills• A belief in the value of others• A willingness to learn new skills and approaches and to share experiences with others• A sense of humour		
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**TAME RIVER
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I have received a copy of my job description.

I have read and understand the duties of my job.

I confirm that I can fulfil the requirements of the role of an Administrator.

Signed:

Date: