

UNITED SCHOOLS FEDERATION

St. Michael's C. of E. Nursery & Primary School St. Catherine's C. of E. VA Primary School
St. Mary's C. of E. VA Primary School Marldon C. of E. VA Primary School
Ipplepen Primary School, Stokeinteignhead School & Doddiscombsleigh Primary School



PART TIME PERMANENT APPOINTMENT - ST CATHERINE'S SCHOOL SCHOOL ADMINISTRATOR

September 2021

THE POST - PERMANENT - TERM TIME PLUS NON-PUPIL DAYS

An opportunity has arisen for a school **School Administrator** to be based at St. Catherine's School, Heathfield. Our ideal candidate will have previous school office experience with knowledge of DCC's software packages e.g. SIMS and FMS, together with online Parent Pay. Hours will be 8.30 a.m. to 4.15 p.m. four days per week (half an hour unpaid lunchtime), plus one half day 8.30 a.m. to 12.30 p.m.

The post will be available for an immediate start and in-house training and support, together with refresher/new training with DCC/Babcock/SCOMiS will be arranged where appropriate. You will be paid for 39 weeks per annum to allow for cover and preparation on non-pupil days. Likely working pattern will be Monday, Wednesday, Thursday and Friday, plus Tuesday mornings.

Our new colleague will:

- have the safety and care of pupils at the forefront of all work, ensuring that identification, DBS and safeguarding checks are carried out for all visitors to school;
- have proven administration skills being able to provide excellent administration support to the Head of School, parents and colleagues;
- be friendly, professional and approachable, with first-rate communication skills both verbal and written - a clear, polite and professional telephone manner is essential;
- have administration experience - ideally in a school office environment;
- be willing to undertake a variety of tasks which may range from minor first aid and administration of medicines, to note-taking and the usual office jobs - filing, photocopying, letter-writing and record-keeping;
- be able to work alone, using initiative (under the direction of the Head of School) and School Business Manager, and as a team player with colleagues;
- be efficient, highly organised and reliable, with a knowledge of basic GDPR rules

Within the federation we already have a fantastic team of 12 friendly and helpful school administrators/assistants with various degrees of experience and skill, all of whom will be willing to assist a new colleague. Your role will be enhanced by an administration assistant working 15 hours per week in St. Catherine's office. Administration positions in schools are unique and never dull! Tasks may change at short notice and the ability to change direction and cover other roles within the federation may occasionally be required. As you will have a federated contract you may be asked to work at another of our school offices.

Qualification at GCSE Maths and English as a minimum plus familiarity with general school administration including pupil enrolment, safeguarding, Key Stage Returns, invoicing and ordering plus excel and word processing is preferable.

If you are interested in an administration role and can welcome visitors into school with a ready smile please see the attachments on the DCC website for further details and we welcome your application **by noon** on the closing date, Thursday 28th October 2021.

Our whole team is motivated, hard-working and dedicated and we value a new staff member who is passionate, highly organised and willing to participate in school life. Our highly successful federation is a popular choice with children, parents and staff and our schools boast a friendly and welcoming environment.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

An enhanced DBS disclosure is required for this post.

BACKGROUND

Our federation of schools provide the highest quality of primary education within the context of a caring and supporting Christian ethos:-

The United Schools Federation (USF) is led by the Executive Headteacher, Martin Harding.

St. Michael's at Kingsteignton remains the largest in the federation led by Mrs Kate Arnold, Head of School. St. Michael's is hugely popular often with a waiting list of parents keen to join the school. Popularity and success has increased the school to between 450 - 470 pupils on role with two classes in each year group. Although the school building is the oldest of the four, with extensions and improvements St. Michael's is fortunate to offer a full range of facilities including a large playing field. A successful Breakfast and After School Club is a huge bonus to working parents and the town, together with nearby Newton Abbot, offers many amenities including the community run Kingsteignton Pool.

St. Catherine's at Heathfield was founded in March 1898. It, like St. Mary's and Marldon, is a Voluntary Aided Church of England School and this tradition is maintained. A brand new school building was completed in September 2005 and St. Catherine's now caters for children from 4 - 11 and currently has approx. 170 on roll including Pre-School children aged 3 & 4. (Head of School - Mrs Victoria McCaig). St. Catherine's also offers an Early Birds Club as an early morning drop-off point and Nightingales After School Club for working parents.

St. Mary's, Brixton, Nr. Plymouth was also purpose-built for primary education in 1989 on donated land to replace the original Victorian school. Several local organisations share the beautiful site and relationships between the school and local community are very strong. Mr. Adrian Clements is Head of School and, as with St. Catherine's, St. Mary's has increased in size and at present has just over 100 children in four classes.

Marldon School, Nr. Paignton (also Voluntary Aided Church School) is another hugely popular school of choice in the middle of Marldon village and has close links with the thriving local community, including the Neighbourhood Lunch Club which provides lunches for elderly people in the village. Since it was built in 1964 the school has significantly changed, pupil numbers have more than doubled, now over 200, and the building has been adapted to accommodate these children. (Head of School - Jonathan Arnold).

Ipplepen School very fortunately occupies one of the most spacious and attractive sites in the whole of Devon, with a large playground, extensive playing field and an environmental area with pond. This highly popular community school has approximately 180 children on roll (plus Saplings Pre-School) and Mr. Marcus West is Head of School.

Stokeinteignhead School is situated in a rural village location, surrounded by countryside and close to the beautiful river Teign estuary and South Devon coastline and is the ideal country small school location. The average school pupil numbers are just over 100 children in four classes. Head of School - Joanna Crathorne.

Doddiscombsleigh Primary School becomes part of our federation officially in September 2021. This will be the smallest school in the group, with two classes, but this makes it a very special environment for young people and parents choose to travel to Doddi because of this. The school is situated in the heart of the Teign Valley surrounded by rolling hills and beautiful views. Head of School - Sophie Wiseman.

Kingsteignton School is a Free School and a learning community partner of the federation. The school opened in September 2016 in temporary accommodation at St. Michael's School and moved to new premises in January 2019. The school has been growing since 2016 and now covers all year groups. Principal - Dr. Penny Fitch.

STAFFING

The Executive Headteacher works in close partnership with the Heads of School, Assistant Headteachers, Senior Leadership Teams and staff to further develop all federation schools. We have a hard-working and friendly team of teachers, teaching assistants, administration staff, play-workers and meal time assistants who, together with our catering, caretaking and cleaning staff, strive to make our federation the finest it can be. Several staff have joint roles across the federation and can be seen at different schools during the working week.

GOVERNORS

The United Schools Federation has a governing body of 20 meeting at least twice a term. The governors are, without doubt, a credit to the federation and work tirelessly to support the Executive Headteacher and Heads of Schools.

SALARY - School Administrator - Grade D - Point 7 - FTE £20,092

You will be paid approximately 25th of each month, 38 weeks of the year, split over twelve equal months. (This means for continuous employment you would be paid during school holidays). *(As your pay is defined as equated pay and spread equally over the year adjustments will be made to your final pay on your leaving date unless this is exactly one year after the anniversary of your starting date).*

FURTHER INFORMATION

You may like to browse our school websites for background information as it will give you a sound background to our busy schedules. Parents and friends regularly receive newsletters to keep them informed of events at the schools, including the large range of after school clubs.

TO APPLY

- The closing date for applications is **12 noon** on Thursday 28th October 2021 with interviews shortly after.
- Applications should be sent to Mrs V. McCaig, St. Catherine's C. of E. VA Primary School, Musket Road, Heathfield, Newton Abbot, Devon, TQ12 6BQ.
- Electronic applications may be emailed to applications@st-michaels-pri.devon.sch.uk and will be acknowledged.
- Candidates will be informed by email or telephone, followed by a letter/email of confirmation if chosen for interview.
- If you have not heard by 8th November, we thank you for your application but you have not been shortlisted on this occasion.

Good luck and we look forward to hearing from you.