



Administration Assistant

Churchtown Primary School



Dear Applicant,

Thank you for your interest in the position of Administration Assistant at Churchtown Primary School.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', with a stylized flourish at the end.

David Clayton
Chief Executive

Endeavour Learning Trust's Mission and Values

We will serve our communities to ensure that every child realises their potential

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

Our Values

Individuality

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

People centred

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

Belonging

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

Transformation

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

Togetherness

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.

ENDEAVOUR LEARNING TRUST

OUR SCHOOLS





Dear Applicant,

Thank you for your interest in the position of Administration Assistant at Churchtown Primary School.

I am delighted to send you the enclosed information about our school. I hope you will find it helpful and on behalf of the whole school community, we would like to take this opportunity to extend a very warm welcome.

Churchtown Primary is part of Endeavour Learning Trust and has thrived as part of a successful family of schools. Our children are hardworking, enthusiastic and keen to work with their teachers and the support staff to get the very best out of each and every day at school.

Ours is a happy school; we work together for the good of the team and we are a team where everyone is valued as an individual. In our school we have high expectations but also a pragmatic emphasis on challenge and support. This counts for children and staff, teaching and non-teaching, everyone wants the best for everyone else.

In our team, our staff are committed to improving the experience of our children with a genuine desire to help them become the best person they can be. They are wholly optimistic and driven to making the school the very best it can be. Underpinning all we do is a commitment to developing the children in our school to become kind, well rounded and confident learners. We want to develop young people who believe in, and have the skills, to realise their own worth and potential.

The Trustees and our Local Academy Council are extremely proud of the school's journey and successes to date. We are committed to promoting an ethos and culture of high aspiration and celebration, whilst providing a friendly and inclusive environment underpinned by a pastoral care system that values every member of the school community.

At the core of these roles lie curriculum and teaching and learning. The successful candidates will have experience of leading a broad, balanced and inspiring curriculum and high quality teaching and learning. Most important to this end is a genuine sense of collaborative effort. The impact of the curriculum will be evidenced through the analysis of student performance and outcomes.

If you would like to visit us or if you would like to discuss any aspect of this post further, please do not hesitate to contact us.

Yours faithfully,

Mrs Jinnie Payne
Headteacher

Administration Assistant
Full time, Permanent & Term time only
Grade 4 SCP 4 – 6
£23,151.49 – £23,893 pro rata
£20,091- £20,735 per annum

A truly exciting opportunity has arisen to join our incredibly supportive and committed team. We wish to appoint a dynamic, motivated and skilled Administration Assistant with a passion for supporting a team within a school. Our school is on a journey of continuous improvement and we are keen to recruit an individual who is passionate about supporting our children to learn, by providing a supportive administration service.

The successful candidate will be part of the administration team, be based in the administration office and reception area and will effectively run the administration function for the school. The role will require you to carry out general administration duties, welcome visitors on a daily basis, answer the phone, respond to emails and ensure visitors are collected and escorted around school.

All of our staff are ambitious for our young people and are driven to ensure that they receive the very best education possible, in a calm and nurturing environment. We are leaving no stone unturned to raise standards across our school, as we strive to provide our pupils with the experiences and outcomes that they deserve. We welcome applications from individuals who are eager to be a part of our exciting journey.

We welcome staff who share our commitment to help children experience better days and better lives. Through ongoing development and training, we ensure our staff are well prepared for their jobs and given every opportunity to extend their skills.

Why join us?

- Join a truly supportive and encouraging team
- Full and continued support from specialist staff within Central Trust team.
- Access to the Teachers/Local Government Pension Scheme (as appropriate)
- Free on-site parking
- Access to company car lease scheme
- A modern, well-resourced school environment
- 24/7 access to employee wellbeing package
- Encouragement of further and continued professional development
- 50% off Endeavour Children's Holiday Camps

This post is full time, permanent and term time only plus inset days. Working Monday to Thursday 8am – 4:30pm and Fridays 8:15am – 4:15pm inclusive of 60 minutes unpaid lunch.

HOW TO APPLY

To apply, please complete our application form and include a personal statement to support your application and outline the relevant skills and experience you can bring to Endeavour Learning Trust. Please return to vacancies@endeavourlearning.org

Applications should be submitted by 9.00am on Monday 10th June 2024

Interviews are to be held on Tuesday 18th June 2024

If you require any further information please contact our Recruitment Manager, Mollie at m.fairhurst@endeavourlearning.org

SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.



JOB DESCRIPTION

- To provide first-class customer service
- Provide general administration duties as required, including reception duties, filing, post, word processing, telephone duties, input on a range of databases and other tasks within the scope of the pay grade.

Main Duties

- To ensure the provision of a pleasant and efficient reception as first point of contact for parents and all visitors to the school (including asking people to sign in and out and giving visitors a badge), carried out within line with the schools Safeguarding policy.
- To ensure that all visitors to the school are received professionally.
- To ensure that the front of house presents a smart, professional and positive image to all visitors.
- To deal with queries and provide information and advice about the school and school activities for parent, pupils and visitors in person, by telephone and by e-mail.
- To answer the telephones courteously and with sensitivity and confidence, using initiative as required and forwarding detailed messages as appropriate.
- To provide administrative support for school staff members
- To provide administrative support as required for identified areas of school including curriculum, pastoral
- To assist with administration relating to in-year admissions including pupil photographs
- To regularly update internal notices/keep parent information up to date via letter, parent messages, emails etc
- To provide support in all aspects of administration relating to transition
- To support the reprographics officer with photocopying, collation of materials etc.
- To input information into database (eg SIMS/Arbor) and/or spreadsheets, and to extract information as directed
- To offer support in providing and organising refreshments for meetings
- To support with the administration and communication of after school club activities
- To support with platforms such as ParentPay and ParentApp
- To support with the administration for parents evenings.
- To assist with the administration of school trips and local area visits
- To ensure that post inwards and outwards is promptly received and processed.
- To lead in the production and standardisation of school forms.
- To manage the appearance of the School's front of house which includes, general office, parent meeting rooms, foyers, medical room and entrance.
- To assist with school events.

- To maintain office supplies and first aid equipment, re-ordering as necessary.
- To contact parents/carers where necessary for collection of a sick or injured child.
- To maintain the rota of those qualified to administer first aid.
- To maintain a log of all accidents to pupils, staff and visitors, ensuring that monitoring procedures are adhered to and appropriate actions taken.
- To ensure that all accidents are reported to the Operations Manager.
- To ensure the school's first aid boxes are recorded and adequately stocked.
- To undertake a variety of shared general school administrative jobs when staff absence necessitates.
- To produce a variety of word-processed documents and Excel databases, including the use of School Comms.
- To attend staff training as appropriate
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the school's health and safety rules, reporting any health and safety concerns to the Trust's Estate Manager.
- To work within the Trust's policies and procedures
- To contribute to the provision of an effective environment for learning
- To support and encourage the Trust's ethos and its objectives, policies and procedures.
- To uphold the Trust's policy in respect of child protection and safeguarding matters
- Undertake any other duties reasonably requested by the Headteacher

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PERSON SPECIFICATION

	KEY CRITERIA	Essential (E)/ Desirable (D)
QUALIFICATIONS	GCSE's (or equivalent) in English and Mathematics	E
	DBS Clearance	E
EXPERIENCE AND KNOWLEDGE	Experience of working with or caring for children of relevant age	D
	Experience of working with students with medical needs	D
	Experience of working in a school environment	D
	Experience of administrative work	D
SKILLS AND ATTRIBUTES	Ability to relate well to young people	E
	Ability to form effective and appropriate working relationships/boundaries with young people	E
	Capable of working effectively as a member of a team	E
	Excellent oral and written communication skills	E
	Time management skills	E
	Ability to prioritise conflicting demands and manage own workload effectively	E
	Ability to work accurately under pressure and to tight deadlines	E
	Efficient, meticulous and well organised	E
	Knowledge of concept of confidentiality	E
	Standard office practices and procedures	E
	Accuracy and attention to detail incorporating good numeracy and literacy and IT skills	E
	Adaptable with a flexible approach to work	E
	Maintain effective working relationships with school, staff and students and those encountered in the course of work	E
	Communicate with the public in a courteous and professional manner in writing, by telephone and in person	E
	Respond rapidly and accurately to situations	E
	Able to use own initiative and work independently with general supervision	E
	Understand and carry out written and oral instructions	E
	Operate a computer and other standard office equipment	E
	Possess cultural awareness and sensitivity	E
	Ability to deal with confidential matters in a professional manner and to maintain confidentiality	E
OTHER	Clearance through the Disclosure and Barring Service	E
	Compliance and adherence to the documents 'Keeping Children Safe in Education', 'Guidance for Safer Working Practice' & 'Guidance for Conduct'	E