



Enquire Learning Trust Application Pack

Administrative Assistant

Reference Number: ELTSEP2619

Dowson Primary Academy
Marlborough Road, Gee Cross
SK14 5HU
0161 366 0177

Contents:



1. The Enquire Learning Trust Visions, Values and Mission



2. Academy Information



3. EAP Programme



4. Job Advert



5. Job Description



6. Person Specification



The Enquire Learning Trust

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don't believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.



Dowson Primary Academy

VISION

Today's generation makes a positive difference to tomorrow's world.

MISSION

To prepare children with the skills, values and attributes needed to succeed and achieve in an unknown future.

VALUES

PRIDE AND RESPECT

ASPIRATION AND
ACHIEVEMENT

CITIZENSHIP AND CARE

TEAM WORK

*Making a **PACT** to embody the values we promote:*

Children will...

- Develop a growth mindset and the skills and attributes needed to be an effective learner, both independently and as part of a team.
- Have aspiration and ambition, be inquisitive and compelled to learn, taking ownership of and pride in their work and achievements.
- Acquire high standards in the basic skills for life: they will be highly competent in Reading, Writing, Oracy, Communication (including through Information Technology) and Mathematics - including economic well-being.
- Understand their place in the world and society and the part they have to play in the present and future of each, recognising what it takes to contribute positively to their community, society and global citizenship; this includes developing a strong sense of British Values.
- Journey an individual and personalised path that means achievement for all.
- Celebrate their individuality and uniqueness, be encouraged to find their voice, develop a strong sense of self, be confident in their autonomy.
- Be nurtured to thrive, receiving great care and support to overcome any barriers to learning and progress that they may face during their journey through school.

EAP Programme



The Trust offers a plan through Health Assured which provides access to valuable health and wellbeing services.

Key Features:

- Unlimited access to 24/7 confidential telephone helpline
- Up to 10 sessions of face to face, telephone and online counselling
- Access to the portal and wisdom app
- Coverage for spouse/partner and dependants
- Medical information line including articles, webinars and podcasts
- Menopause Support access to other resources such as 'Menopause Matters'
- Access to Perks and Discounts
- Online and mobile access, anywhere and anytime
- Self-help guides, mood and wellness trackers

Administrative Assistant
Reference Number: ELTSEP2619

Working Hours: 14.5

Working Weeks: Term Time Only plus 3 inset days

Salary Scale Range: NJC SCP 7

Contract Type: Fixed Term until 31st August 2027

Start Date: ASAP

Location: Dowson Primary Academy, Marlborough Road, Gee Cross, SK14 5HU

About us

Dowson is a friendly, happy, 2 form entry Primary School spread across a three-building site with wonderful grounds and resources to offer. We are fully extended and run our own Before and After School and Holiday Club. The successful candidate would be joining a friendly administrative team, which values flexibility, teamwork and a good sense of humour.

About the role

Dowson Primary Academy requires an experienced Admin Assistant with a dedication to providing the highest standards of administrative support for a school staff and its pupils and associated community of the academy. You will be responsible to the Academy Business Manager.

What we can offer

Membership of GMPF Pension Scheme

Opportunities for development and progression

Employee Assistance Programme provided by Health Assured

Cycle to Work Scheme

Lifestyle savings

Working arrangements

2 days per week working 8:30am-4:15pm (Friday Plus another day to be agreed)

For more information, please contact Nicola Lane (Academy Business Manager)
0161 366 0177 / n.lane@dowsonprimary.com

Details of visits to school are welcome please contact the school office.

How to apply

You can apply for this position by visiting [The Enquire Learning Trust](#)

Closing date and time: Thursday 24th September 2026 - Midday

Interview Date: TBC

DBS/Safeguarding Statement

The Enquire 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. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an **Enhanced Disclosure from the DBS**



Dowson Primary Academy

POSITION:	Administrative Assistant
REPORTS TO:	Business Manager
GRADE:	NJC SCP 7
HOURS:	14.5 hours per week

Key Role/Functions

The fundamental part of the role will be to ensure an effecting administrative support service to the Senior Leaders, staff and associated community of the academy. You will be required to contribute as required to the academy's aims and objectives of developing standards in teaching and learning and improving pupil achievement. You will need to work closely with the Academy Business Manager to ensure that academy systems, procedures and operations are compliant in line with Trust policies and expectations.

You must be willing to work as part of an excellent team. You will be contracted 14.5 hours per week, consisting of two days, one of which must be a Friday. The contract is term time only, plus 3 inset days.

ADMINISTRATION / PUPIL ADMINISTRATION

- Provides general clerical and administration support including photocopying, filing, typing, emailing, completing forms, responding to routine correspondence to the Principal, ABM, Senior Leaders, Staff and Enquire Learning Trust.
- Undertake reception duties, answering general telephone and face to face enquiries and the signing in and out of visitors
- Maintain effective administration systems in line with the Academy procedures
- Maintain manual and computerised records through appropriate management information systems
- Produce, maintain, update and collate pupil and school data and records, including admission and transition arrangements.
- To collate, promote, collect and manage any promotional schemes
- To assist the Finance/Admin Officer with the administration of paperwork and booking processes for special events, school trips, visits and residential when required.
- To administer Academy Post as required.
- Keep the 'general office' organised and paperwork and data filed securely and appropriately.
- Ensure that front line enquiries from staff, pupils, parents and visitors are dealt with promptly and effectively.
- Manage the academy's reprographics and printing facilities.
- Word-processing confidential letters, reports and associated documents where required.

To ensure staff and parents are kept up-to-date with Academy general information via Bromcom and other forms of correspondence
FINANCE SUPPORT
- Support the ABM, under their direction, in ensuring that the Trust's finance systems, policy and associated operating procedures are effectively maintained - Maintain attendance records/timetables with regard to extra curricular clubs and provide relevant information to the ABM and appropriate staff as and when required. - To support, as necessary, the Academy Business Manager with all financial systems and practices in place.
GENERAL SUPPORT
- Be aware of and comply with all Trust/academy policies. - 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. - Contribute to the overall vision, aims and ethos of the school and act in a manner conducive to the school values. - Greet visitors and guests to the school when required and where appropriate organise the hospitality functions / refreshments as directed by the Principal, ABM or other Senior Leaders - Assist with pupil welfare duties liaising with parents / carers and staff. - Assist with the maintenance of stock and supplies, cataloguing and distributing as required - To assist in the organisation of whole school events and fund-raising activities, including Academy Enquiries. - To review daily the school Team meeting document and be prepared for and flexible with any changes - Assist in the updating and maintaining of the school Website in conjunction with the Academy's IT support provision. - Support the academy's commitment to safeguarding children and promoting their welfare and wellbeing at all times including administering emergency First Aid and medicines and completion of paperwork and records. - Attend Trust and academy meetings as required - To support the Academy Business Manager particularly in relation to HR - To manage records for CPD throughout school.

The post holder will be reasonably expected to undertake such duties, which are commensurate with the general nature of the post and its level of responsibility.



POST TITLE: Administrative Assistant

PERSON SPECIFICATION

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT	
Qualifications and Experience		
GCSE Grade C/4 or above (or equivalent) in English and Maths	E	A/C
Relevant administrative qualification or substantial experience in a post of a similar nature	E	A/C
Experience of working within a school setting	D	A/I
Experience of using an MIS such as Bromcom or equivalent	D	A/I
Experience of handing confidential information sensitively and professionally.	E	A/I
Experience of using a range of ICT systems, including Microsoft Office applications (Word, Excel, Outlook)	E	A/I
Skills and Knowledge		
Strong organisational and time management skills and ability to cope with conflicting demands	E	A/I
Commitment to high standards of care to pupils, parents, staff and the wider community	E	A/I
Ability to work as part of a team	E	A/I
Excellent verbal and written communication skills	E	A/I
Strong organisational and time-management skills	E	A/I
Ability to prioritise workload and meet deadlines	E	A/I
Ability to respond calmly to emergencies	E	A/I
	E	A/I

Ability to deal professionally with pupils, parents, visitors, staff and external agencies.		
Personal Characteristics		
Friendly, welcoming and approachable manner	E	A/I
Professional appearance and conduct	E	A/I
Reliable, punctual and flexible.	E	A/I
Positive attitude and willingness to support the wider life of the school	E	A/I
Commitment to equality, diversity and inclusion	E	A/I
Commitment to safeguarding and promoting the welfare of children	E	A/I
Other		
Willingness to sometimes adjust working arrangements to meet changed circumstances	E	A/I

E = Essential D = Desirable
A = Application I = Interview C = Certificate

Dowson Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any offer of employment will be subjected to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service.

**School Name : Dowson Primary Academy
Marlborough Road, Gee Cross, Hyde, SK14 5HU**

Principal: Mrs K Thornburn

**Telephone: 0161 366 0177
Email: n.lane@dowsonprimary.com**

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

All documentation will be treated confidentially and processed in accordance with Data Protection regulations