

Enquire Learning Trust Application Pack

ADMINISTRATION ASSISTANT

Reference Number: ELTOCT2625

Southcoates Primary Academy
Southcoates Lane
HULL
HU9 3TW

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



1. The Enquire Learning Trust Visions, Values and Mission



The Enquire Learning Trust

We are a multi-academy trust currently responsible for 32 academies in three clusters across the North of England: Northern Lincolnshire and 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 share 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 do not 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 is 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.

2. Academy Information

School Context and Background

Children have been learning at our school for over 100 years and Southcoates is part of the history of our community. We are proud of our history but look to the future and the part our pupils will play in it. Since joining the Enquire Learning Trust and becoming an academy in 2014 we have been able to focus on this more sharply – we want the very best for every child that enters our doors. We want to ensure they are prepared for the next step in their education and the world of work.

Southcoates Academy has high aspirations and expectations for every child, at the same time we maintain a caring family orientated culture. We work hard to meet the needs of all children. This is done by providing a calm, orderly environment in which every child is respected and valued.

We aim to help each child experience success and to reach their full potential by providing the highest standard of education and care. Our academy adopts a 'whole academy approach' to special educational needs. All staff work to ensure inclusion of all pupils. The academy is committed to ensuring that pupils with special educational needs can fulfil their potential and achieve optimal educational outcomes.

Vision Statement

Southcoates **P**rimary **A**cademy: **S**upportive, **P**ositive, **A**chieving

At Southcoates Primary Academy, we deliver a bespoke curriculum that provides tailored opportunities and experiences, developing curious minds and a passion for learning.

Our immersive and thought-provoking curriculum is delivered in a safe and supportive environment which encourages every child to flourish and strive for excellence.

A collaborative approach to learning ensures that school is a nurturing place of enjoyment. Our school community work together to empower children to develop excellent learning behaviours for life.

Ofsted

Our academy's last Ofsted inspection/report (March 2023) validated a 'Good' outcome and acknowledged that 'leaders have implemented an ambitious curriculum' and 'teachers use assessment effectively'. The Ofsted report also endorsed that: 'Pupils are proud to attend Southcoates Primary Academy, 'Staff have high expectations of pupils', 'Pupils feel safe in school and behave well in lessons and around school', 'The school works in partnership with parents and carers to the benefit of pupils in their development and learning' and 'Classrooms are calm environments that enable pupils, including those with special educational needs and/or disabilities, to concentrate and learn'.

Curriculum Organisation and Intent

At Southcoates Primary Academy, we have devised the SPA Curriculum: a knowledge-based curriculum in line with the knowledge promoted in the National Curriculum (both declarative and procedural). We have chosen to deliver this knowledge through a whole school themed approach: All children from the Early Years through to Y6 study the same theme, with the knowledge taught being appropriate to their age group. Each phase has their own focus within each whole school theme, as outlined in the Long-Term Plan.

The curriculum reflects the requirements of the National Curriculum. In addition to this, we have built the SPA Curriculum around the key themes (Safe Behaviours / Positive Role Models / Awareness of the World), that we feel hold a great importance for the children of Southcoates.

Safeguarding

At Southcoates Primary Academy, ensuring the safety of children is paramount.

We do this by:

- providing a safe environment in which the children can learn
- listening to what children tell us
- identifying children who are suffering or likely to suffer significant harm and taking appropriate action with the aim of making sure that they are kept safe both at home and in the education setting.

To achieve this objective, we:

- identify instances where there are grounds for concern about a child's welfare and initiate or take appropriate action to keep them safe.
- contribute to effective partnership working between all those involved in providing services for our children.
- aim to prevent unsuitable people from working with children.
- promote safe practice and challenge any poor or unsafe practice.

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

4. Job Advert

Job Title: Administration Assistant
Reference Number: ELTOCT2625

Working Hours: 18 hours (Monday to Friday mornings)
Working Weeks: 39 (Term Time Only plus 5 training days)
Salary Scale Range: NJC SCP 5 to 7
Contract Type: Fixed Term to 31/07/2027
Start Date: December 2026
Location: Southcoates Primary Academy, Southcoates Lane, HULL HU9 3TW.

About us

Our academy is a 1.5-form entry school, and we currently have 297 pupils on roll; this includes 39 FTE place Nursery provision for 2-, 3- and 4-year-olds. As part of The Enquire Learning Trust, we work collaboratively with other academies and share best practice to enhance provision and transform the culture of learning and teaching.

The staff and Academy Improvement Committee are committed to ensuring that the children enjoy their learning, feel safe and are well cared for within an environment of mutual respect, where the views and opinions of the whole school community are valued.

About the role

We are looking for an experienced, motivated, enthusiastic, and organised individual to join our administration team and contribute towards creating a welcoming environment. Working to provide the highest standards of administrative support for staff, pupils, and the academy's community.

What we are looking for

This is an exciting opportunity for the right person with the following qualities and abilities:

- Providing clerical and administrative support aligned to raising standards and making a difference
- Creating a welcoming and safe environment for all stakeholders within the school office, both face to face and over the telephone
- Providing first aid to pupils who are sick, injured or have medical conditions
- Motivated, enthusiastic and a supportive team player
- Excellent interpersonal, written and numeracy skills
- Understanding and conducting all activities in accordance with the Trust's policies and relevant legislation.

What we can offer

Membership of the East Riding Pension Scheme
Opportunities for development and progression
Employee Assistance Programme provided by Health Assured
Cycle to Work Scheme
Lifestyle savings

Working arrangements

The weekly working hours will be 18 hours a week, Monday to Friday mornings (Term Time Only plus 5 training days).

For more information, please contact:

Ms K Storer (Academy Business Manager) either by telephoning 01482 701407 or by email admin@southcoates.hull.sch.uk

How to apply

You can apply for this position by visiting The Enquire Learning Trust

Closing date and time: Thursday 19 November 2026 at 12.00 noon
Interview Date: Friday 27 November 2026

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.**

5. Job Description

Job Description

Job Title:	Administration Assistant
Location:	Southcoates Primary Academy
Salary Range:	NJC SCP 5 to 7
Responsible to:	Principal / Vice Principal / Assistant Vice Principal / Academy Business Manager / Office Manager

1. PURPOSE OF JOB

To ensure an effective administrative support service to the Senior Leaders, staff, and academy stakeholders.

To contribute as required to the academy's aims and objectives of developing standards in teaching and learning and improving pupil achievement.

To work with the Academy Business Manager to ensure that the academy systems, procedures, and operations are compliant in line with Trust policies and expectations.

2. MAIN RESPONSIBILITIES

To provide general clerical and administrative support including photocopying, filing, typing, emailing, completing forms and respond to routine correspondence to the Principal, Academy Business Manager, Senior Leaders, Staff, and the Enquire Learning Trust.

Undertake reception duties, answering general telephone and face to face enquiries, and signing in and out of visitors.

Ensure that front line enquiries from staff, pupils, parents/carers, and visitors are dealt with promptly, calmly, and effectively by creating a safe and welcoming environment.

Establish and maintain effective working relationships with all pupils, parents/carers, colleagues and other professionals.

Assist with pupil welfare duties including liaising with parents/carers and staff.

Maintain effective administration systems in line with the Academy's procedures, including maintaining manual and computerised records using appropriate Management Information Systems (MIS).

To assist the Office Manager with the administration of paperwork and booking processes for special/fund raising events, school trips, visits and residentials when required.

Produce, maintain, update, and collate pupil and school data records, including admission and transition arrangements.

Ensure staff and parents are kept up to date with general academy information via Bromcom and other forms of correspondence.

Administer the academy's post and correspondence as required.

Keep the school office organised ensuring that paperwork and data is filed securely and appropriately aligned with General Data Protection Regulations.

Manage the academy's reprographics and printing workload and facilities.

Word processing confidential letters, reports, associated documents, and other IT based tasks when required.

Assist with the maintenance of stock and supplies, cataloguing and distributing as required.

Maintain attendance registers/records/timetables for extra-curricular/after school clubs and provide relevant information to appropriate staff as and when required.

Support the Academy Business Manager (under their direction), in relation to Human Resources and financial systems/processes.

Promoting and safeguarding the welfare of children and young people in accordance with both the academy's safeguarding policy and the DfE's Keeping Children Safe in Education statutory guidance for schools' document.

Undertake Continuous Professional Development activities to enhance personal development, job performance, knowledge and understanding through the provision of training and mentoring.

Attend relevant school meetings, and any other meetings associated with this role.

Any other reasonable duties as required by Senior Leadership Team.

3. WORKING AS PART OF A TEAM

Share information, working practices, skills, experiences with colleagues.

Listen and be open to the views of others.

Actively work to develop and maintain positive relationships with people.

Develop a working environment and culture which actively improves the Health and Safety and security of self, people, and their belongings.

4. CUSTOMER CARE

Treat pupils, parents, staff, visitors and contractors with care, consideration, and courtesy in accordance with the Trust and academy's ethos and values.

Present high standards of personal appearance in accordance with the academy's ethos and values.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The above duties may involve having access to information of a confidential nature, which may be covered by the General Data Protection Regulations. Confidentiality must be maintained at all times.

The post-holder must be flexible to ensure the operational needs of The Enquire Learning Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.

The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post-holder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation. Specific details are outlined in the Trust's Health and Safety Policy.

The post-holder must carry out his / her duties with full regard to the Trust's Equal Opportunities policy.

Where the post-holder is disabled, every effort will be made to supply all the necessary employment aids, equipment, or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.

5. CONTEXT

The Trust and the academy have a strong commitment to developing a positive culture of high standards, expectations, achievements and meeting individual pupil needs and aspirations.

The academy's contribution to pupils and community development will be pivotal in achieving The Enquire Learning Trust's ambitious objectives in increasing social inclusion within the city.

6. WORKING RELATIONSHIPS

INTERNAL
All academy staff, pupils, parents, stakeholders, and the community.

EXTERNAL
Other schools and educational establishments. The Enquire Learning Trust, Hull City Council Local Authority, other public services, and community representatives.

7. DECISION MAKING

Makes decisions in connection with all principal accountabilities listed, within current Trust and academy policies and procedures.

8. CHALLENGES AND KEY FEATURES

To develop and maintain positive relations with pupils, staff, and stakeholders.

To be committed and motivated to the objective of raising achievement in the academy.

To have a flexible approach to work as the post-holder may be required to alter their hours to meet the operational needs of the academy.

6. Person Specification

Person Specification *Job Title: Administration Assistant *Location: Southcoates Primary Academy

Post requirements		
Qualifications and Training		
Essential	**Desirable**	**Evidence & Assessment**
4 GCSE's with a minimum of Grade C/Grade 4 or above in Mathematics and English (or equivalent qualifications and a good standard of general education Relevant administrative qualification or substantial experience in a post of a similar nature Good level of IT competence (Word and Excel)	Bromcom training/experience Experience of handling confidential information sensitively and professionally First Aid / Paediatric First Aid (or be willing to undertake this training)	Application Form
Experience		
Accurate record keeping and organisation Using IT systems to collate reports for monitoring purposes Liaising with members of the public, staff, management, and outside agencies Knowledge of Safeguarding and Keeping Children Safe in Education	Working in a school administration office environment Working/collaborating with professionals and other agencies	Application Form References Interview
Knowledge and Skills		
Well-developed administrative and organisational skills God communication skills both with adults and pupils Ability to prioritise, plan and organise workload effectively to meet deadlines and cope with conflicting demands Proficient and competent in the use of Microsoft's core software programs Maintain a professional and positive manner and able to respond calmly to emergencies	Experience of school pupil administration systems (Bromcom, MCAS, HCC EDT)	Application Form References Interview
Personal Qualities		
Ability to form good and effective working relationships and inspire trust and confidence with pupils, staff, parents, and stakeholders Ability to work both independently and as part of a team Demonstrate a friendly, welcoming, and approachable manner Reliable, punctual and have a flexible approach to the role Professional appearance and conduct		Application Form References Interview

Commitment to adhering to and promoting equal opportunities, diversity, health & safety and Safeguarding Children and Young People Ability to demonstrate complete confidentiality and discretion aligned to General Data Protection Regulations Ability to demonstrate the values, ethos, and culture of the academy/Trust Commitment to Continuing Professional Development		

Contact Details:

Southcoates Primary Academy
Southcoates Lane
HULL
HU9 3TW

Principal: Mr T A Libera

Telephone: 01482 701407
Email: admin@southcoates.hull.sch.uk

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 is 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 will 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.