

Glazebury CE Primary School

Admin Assistant

**Grade: 4
(Scale Point 6 – 7)**

**Full Time Equivalent Salary
£25,183 - £25,584**

**Part Time/Term Time Actual Salary
£9,421.46 - £9,571.49**

Hours: 16 Hours per week

Contract Type: Permanent

Term Time Only 38 Weeks per year

Days of work: 3 - Monday, Tuesday and Wednesday

**Times of work: Monday – 8:30am to 16:15pm
Tuesday – 8:30am to 13:00pm
Wednesday – 8:30am to 13:00pm**

Start Date: 24th February 2025

Liverpool Diocesan Schools Trust and the Governors of Glazebury CE Primary are seeking to employ a friendly, enthusiastic and dedicated person to join our office team working in a busy environment, delivery in an outstanding support service to our pupils, staff, parents, governors and visitors.

The successful applicant will need to operate in a highly organised manner to cope with the demands of this busy office environment where attention to detail and confidentiality are paramount. You will need to work well as part of a team and be willing and able to work independently and flexibly, if required. You will need to be dedicated in supporting, upholding and further developing the vision and Christian ethos of our school.

Glazebury CE Primary School offers extremely supportive and hardworking staff, governors. Well behaved, friendly and motivated wonderful children who have a zest for learning.

We are seeking an individual who will:

- Make a positive contribution to the life of the school. Convey a 'can do' attitude.
- Be the first point of contact for visitors via reception and the telephone – able to communicate effectively with a wide range of people. Always be friendly and professional.
- Demonstrate excellent organisational, time-management, interpersonal and communication skills.
- Have excellent numeracy and literacy skills.
- Have excellent IT skills using a wide range of Microsoft software programs.
- Have a flexible approach to work, willingness to go above and beyond for our children whilst working in a fast-paced office environment.

- Be able to maintain high levels of discretion and confidentiality.
- Busy workload, ability to multi-task and prioritise own workload to ensure deadlines are met, always with a smile.
- Support with recording pupil attendance records, monitoring pupil attendance and promoting good attendance at school.
- Promote and follow required school policies and procedures.
- Knowledge and understanding of school safeguarding and H&S procedures.

If you would like further information or to arrange a visit to our lovely school, please contact Mrs Kathryn Holcroft School Business Manager on Kathryn.holcroft@ldst.org.uk or Tel: 01925 949404. Job pack is available from our school website. www.glazebury.eschools.co.uk

To be considered for this role, you must complete an LDST Application Form. We are unable to accept CV applications. The application process for this position is 2 part – application and formal interview/task. LDST reserve the right not to progress candidates to the next stage of the process, or not to appoint to the role, if candidates fail to demonstrate the essential person specification criteria.

LDST is a rapidly growing multi-academy trust. It was established in 2017 by the Diocese of Liverpool to provide its schools with a Multi Academy Trust that has the vision and values of the Church of England at its heart. All our primary schools are rated at least Good by OFSTED and 63% of our schools are outstanding.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.

Closing Date for the advert: Monday 20th January 2025
Shortlisting: Monday 20th January 2025
Interview Date: Friday 24th January 2025