



Candidate Information Pack

Admin Assistant

About Liverpool Diocesan Schools Trust

We believe

Jesus said 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

We believe that as a diocesan led Multi Academy Trust (MAT) we create stronger bonds of collaboration and cooperation, sharing good practice, addressing areas of weakness and offering increased opportunities for professional development.

We are on a journey

We are on a journey to grow a Trust in which our schools will continue to thrive under the leadership of headteachers, supported and challenged by local governing bodies and accountable to the board of directors.

We are confident that this will be achieved whilst at the same time ensuring that all of our family of schools benefit from high levels of collaboration.

These are the things we value

Our values are more than just a statement; they are the core principles that guide our decisions and actions. We arrived at our values through consultation, looking at both the account in Genesis 18 of the visit to Abraham of three angels and also particularly at the icon of this event painted by Andrei Rublev. Through this we identified the core values to our Trust:

- Collaboration
- Valuing the Local
- Valuing Difference
- Inclusion

We are a fully inclusive organisation and welcome applications from those of all faiths and none. We also encourage applications from individuals from minority communities.

About Glazebury CE Primary School

The **HEART** of our school and curriculum:

H - Helping children prepare for life, growing with God.

E - Embracing Christian Values.

A - Achievement for all.

R - Reading at the **heart** of our school

T - Teaching a knowledge rich curriculum.

“Growing together at the heart of God’s Community”

“ Love never fails” 1 Corinthians 13:8

Our mission: to promote a safe, stimulating and nurturing environment, where children are encouraged to flourish, reaching their full potential, whilst recognizing their own self-worth.

Through our broad, balanced, and enriching curriculum, we aim to affirm the partnership of home, school, parish, and wider community. From this strong foundation our children will be encouraged to build on our core Christian values of LOVE and WISDOM, developing appreciation of the resources around us, with particular emphasis on respecting the differing world view of others.

Our school is a popular and successful school. As a Church of England school our Christian values underpin all that we do, and we have close links with local churches. We joined LDST in December 2018 to deepen these links and to continue to improve the education we provide to our children.

We are very proud of our 2023 OFSTED where we were rated as Good with outstanding Personal development. *“ a small school with a big HEART”* This rating rewards the hard work and commitment of our staff to school improvement. We will continue improving and reach our goal of being Outstanding, so that all our children reach their full potential.

Our staff are committed to raising standards for all pupils. They pride themselves on working effectively together and in partnership with parents, to provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for learning. To facilitate this, we take full advantage of our fantastic surroundings including; our garden area, playground equipment, and wonderful field. By integrating these into learning we provide a range of rewarding learning experiences that encourage, challenge and extend the abilities of our children.

We are proud of our school and encourage you to visit our website, which we hope will give you a real insight into what makes us a truly successful and happy school.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

How to Apply

Application Process

The application process for this role is a 2-stage process:

- Application form
- Interview and task

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email glazeburyprimary@ldst.org.uk or call 01925 949404.

LDST reserves 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 criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: Monday 20th January 2025

Interview Date: Friday 24th January 2025

Start Date of Post: Monday 24th February 2025

If you would like further information or to arrange a visit to our lovely school, please contact Mrs Kathryn Holcroft, School Business Manager Kathryn.holcroft@ldst.org.uk or Tel: 01925 949404.

Job Description

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| <u>Job Title:</u> | Admin Assistant |
| <u>Grade:</u> | Grade 4, Scale Point 6 - 7 |
| <u>Reports to:</u> | School Business Manager |
| <u>Purpose:</u> | To work in the main school office carrying out various administrative, financial and clerical duties. To support the School Business Manager in all aspects of the day to day running and organisation of the school office. Direct communication and correspondence with all school stakeholders. |

The Admin Assistant post is job shared.

The duties are split between two part time admin assistant personnel

Main Responsibilities & Tasks: (Shared between 2 Admin Assistants)

- Be the 'first point of contact' and act as 'role model' for the school and welcome all visitors to school either face to face or via the telephone.
- Manage tasks simultaneously and achieve outputs effectively whilst managing interruptions.
- To provide full administrative support to the SBM, HT and other stakeholders.
- Comply with all school policies and procedures, especially those relating to safeguarding, child protection, health and safety, confidentiality, data protection, and financial control reporting any concerns to relevant person.
- Demonstrate high level of skills and competency with technology as an aid to improving efficiency and effectiveness.
- Provide secretarial support for school – typing letters, minutes and reports.
- Preparation of school's weekly newsletter.
- Maintaining spreadsheets to record various forms of information.
- Excellent IT skills with ability to operate efficiently various school specific IT systems – Iris Edgen / Sims Finance / Teachers2Parents / ParentPay are used daily amongst others. (Training will be given on school specific systems)
- Provide general administrative support.
- School Trips – organise and manage the organisation of school trips.
- Maintaining accurate data base information on Iris Edgen
- Assist with Census preparation and returns.

- Nursery – assisting raising monthly invoices.
- Maintain accurate pupil attendance records. Implementing first contact system and keeping accurate attendance records to improve whole school attendance.
- Letters to parents regarding attendance and reporting on pupil attendance.
- Assist with organisation of extra curriculum after school clubs, maintaining registers for clubs, breakfast club and extended provision.
- Placing orders following internal procedures.
- Data entry of orders and invoices into finance system.
- Updating and maintaining the School Website.
- Accept reasonable flexibility in working arrangements in pursuance of effective team working
- Contribute to the overall ethos, values and aims of the school
- Would be useful if first aid trained or the willingness to obtain training.
(although not essential)
- To perform other duties considered commensurate with the role at the request of SBM and Headteacher.

Person Specification Admin Assistant (Grade 4)

We are looking to appoint committed individuals who are able to work well as a member of a team. The ideal candidate will be flexible and adaptable and willing to learn new skills. They will have a genuine interest and enjoyment of children and be able to respond to them with a friendly but professional approach. The table below identifies the essential and desirable qualities and qualifications we seek from the successful individual:

| | Attribute | Essential | Desirable |
|--------------------------|---|--|--------------------------|
| Qualifications/Knowledge | <ul style="list-style-type: none"> • Experience in a busy office • Knowledge of general office procedures & systems • Experience of using Microsoft Office Word/Excel/Publisher etc • Willingness to undertake continuing professional development and training • Maths & English GCSE Grade 5 or above equivalent • Knowledge of key policies and procedures relating to school | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |
| Training/Skills | <ul style="list-style-type: none"> • Excellent communication skills & warm friendly & professional attitude & personality • Ability to multi-task • The ability to manage own workload & tasks • The ability to work effectively & efficiently under pressure & to strict deadlines • Good communication & interpersonal skills • Ability to work effectively in a team environment • The ability to be flexible and be able to deal with unexpected events within the school day. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Competencies | <ul style="list-style-type: none"> • Extremely organised, reliable with a meticulous attention to details • Patient, enthusiastic, energetic & self-motivating • Resilient & respond well to pressure, deadlines, interruptions & conflicting demands • Committed to safeguarding & promoting the welfare of children & young people • Experience of working with children or within schools • Ability to work effectively as part of a team. • Ability to work independently and to a high standard, maintaining confidentiality at all times. • Contribute to wider aspects of school life and practices. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |

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| | <ul style="list-style-type: none">• Able to represent the school positively and professionally , friendly and helpfully to all parents and visitors to school. | | |
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Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen