

Recruitment Pack

Administration Assistant – Grade 5

Lakeside Primary Academy



Introduction by the Chief Executive Officer

Thank you for your interest in this exciting opportunity to develop your career with The Rose Learning Trust. We hope that by reading this pack and the information available on the [website](#) you will get a good overview of the exciting opportunities and support you can expect as a member of staff at our trust.

We are a collaborative organisation focussed on high standards and opportunities for all. As a trust, we seek to support and challenge each other to improve the outcomes and life chances of all our pupils across all our communities. We will continue to learn from each other: transforming futures collaboratively. In this way we believe that the changes we make, the developments and strategies we put in place will have purpose, be embedded and effective.

Our aim is not only to grow our trust successfully, but also sustainably. We believe that through quality, not quantity, we can facilitate opportunities that can be invested back into the people who will secure our future: our pupils and staff. Our aim at The Rose Learning Trust is to provide all pupils with the best possible start in life within communities of promise.

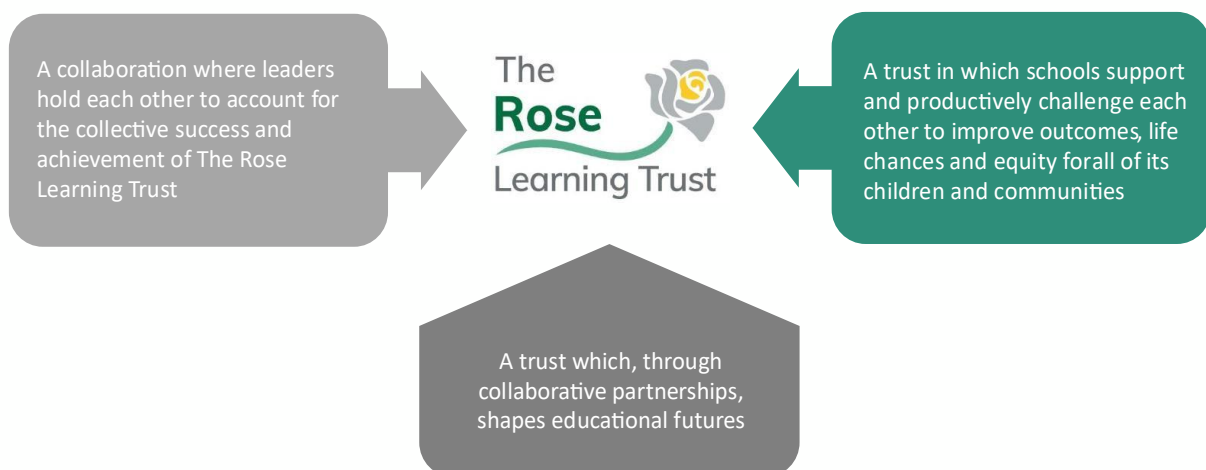
Jeremy Harris

Chief Executive Officer



Vision

Transforming Futures Collaboratively



Overview of the trust

The strategic plan combines our vision and values with our strategic objectives and developing excellence priorities. Each school will use the developing excellence priorities as the base for their school developing excellence plans. This ensures that, although each school has their own priorities and development areas, they are within a clear unified structure that aligns with the trust strategic plan. Please see the [website](#) for more information.

Our vision: Transforming Futures Collaboratively

We will achieve our vision by:

- Every child having the best start to their education
- Every child having the best tools and support to learn and grow in a safe, secure environment
- Every child having access to excellent teaching and an excellent curriculum
- Every child being encouraged and inspired to believe in themselves
- Every child learning how to make and sustain great relationships
- Creating an enjoyment of learning through collaboration with all partners
- Creating equitable lifelong learning opportunities and academic success for all children





THE ROSE LEARNING TRUST STRATEGIC PLAN 2023-2026

Vision	TRANSFORMING FUTURES COLLABORATIVELY				
Values Statement	The Rose Learning Trust aims to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills for all our pupils, within communities of promise.				
Strategic Objectives	Developing Pupils	Developing People	Developing Governance	Developing Growth, Business Facilities and Resources	Developing Communities and Partnerships
Developing Excellence Priorities	Excellent teaching for every child	Excellent curriculum for every child	Excellent standards of behaviour, attitudes, attendance and safeguarding	Excellent targeted support for every child that needs it	

Lakeside Primary Academy



Lakeside Primary Academy is a GOOD school in all areas (April 2024) and, 'has high ambitions for what pupils learn and experience'. Lakeside Primary Academy is a lively, culturally diverse school in Doncaster. It cares for approximately 400 pupils aged 3-11 years old. We are looking to appoint a highly motivated and organised professional to play a key role in our school. A vacancy exists for a hardworking and dedicated Administration Assistant to join our school and trust on a permanent basis.



Administration Assistant Grade 5

Advert Information

Post	Administration Assistant - Grade 5
Contract type	Permanent, 37 hours per week, term time only
Grade	Grade 5, £21,338.48 - £22,019.68 (actual salary)
Hours	37 hours per week
Reporting to	Headteacher/School Business Manager
Location	Lakeside Primary Academy, Sandy Lane, Doncaster DN4 5ES.
Commencement date	As soon as possible
Closing date	Monday 23 rd February 2026 at 12pm
Shortlisting date	Tuesday 24 th February 2026
Interviews	Thursday 5 th March 2026

The Rose Learning Trust is a successful medium sized trust based in Doncaster and North Lincolnshire. We have grown from two schools to nine over the last seven years with a central trust office based in Balby. We are a trust that lives our vision of **transforming futures collaboratively** in all our work to ensure we develop and grow sustainably and embed best practice for the benefit of our pupils.

Lakeside Primary Academy is looking to appoint a highly motivated and organised professional to play a key role in our school.

As a member of staff, you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience.

The successful candidate should always comply with the trust's code of conduct, safeguarding policies and practices and have:





- Personal integrity and a commitment to the Nolan Principles of Public Service
- A commitment to diversity, equal opportunities and anti-discriminatory practices
- A commitment to ensuring children learn in a safe environment
- A commitment to professional development and training
- An affinity with The Rose Learning Trust culture and purpose

The successful candidate will:

- Be able to work flexibly towards changing deadlines
- Be able to prioritise their work
- Have a pleasant manner
- Have empathy with children
- Good inter-personal skills
- Work well individually and as part of a team
- Be able to co-ordinate contractors and oversee

We can offer in return:

- A friendly, caring school which is central to the community
- An inclusive ethos with enthusiastic and motivated learners
- A happy and welcoming school where children, parents, staff and visitors feel valued for who they are
- A dedicated and supportive team who create an ethos of success for both staff and pupils
- Supporting hard working staff with shared expectations
- Forward thinking, collaborative team
- Leadership with a strong emphasis on the support and well-being of staff
- Excellent professional development opportunities across a growing Multi Academy Trust
- Wonderful pupils and parents who support the school in all that it does

Visits to the school are warmly welcomed and encouraged. They can be made by appointment with the School Business Manager, Mrs Louise Green, Tel: 01302 368879.

For further information about this role please ring Louise Green, School Business Manager on 01302 368879.

To apply use the link below:

www.mynewterm.com

This post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level. Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barringservice-check.

In line with our safer recruitment policy two references will be sought before we interview.





We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.



Administration Assistant – Grade 5

Job Description

As a member of staff in The Rose Learning Trust, you will benefit from greater opportunities for professional development, collaboration and career development.

Employment details

Job title:	Administration Assistant
Reports to (job title):	Headteacher/School Business Manager
Grade and Salary	Grade 5, £21,338.48 - £22,019.68 (actual salary)
Contract Type	Permanent, 37 hours per week, term time only

Job Purpose:

Main purpose of the post

Working within the busy environment of the school office you will provide an administrative and reception service, where excellent organisational skills are essential in order to deal with the variety of tasks that need to be undertaken. You will work as part of a team within the school office, under the direction of the School Business Manager and Office Manager.

Duties and Responsibilities:

Overall Responsibility

- Assist in the provision of an efficient and effective school administration function, including general administrative duties e.g. photocopying, filing, laminating etc.
- Answer telephone calls, deal with queries, take messages and pass on to the relevant person.
- Welcome visitors into school in a friendly and professional manner, and direct to the relevant member of staff/meeting.
- Welcome children arriving at school, and leaving throughout the day, adhering to safeguarding practices in place.



- Communicate with parents/carers via the school's in-app messaging service e.g. after school club activities, trips, workshops and general messages.
- Maintain pupil information by day to day entering of all confidential pupil and staff information onto Management Information System (Arbor).
- To be responsible for the setup of the Parent Evening Consultations bookings on the relevant software and liaise with staff where required.
- Collate pupil meals numbers and manage school dinner money collection.
- Responsible for checking the school admin emails throughout the day and responding and / or disseminating to the relevant person.
- Develop and maintain robust processes and manage a varied workload using a structured, timely and prioritised methodology.
- Establish and maintain excellent relationships with pupils, parents/carers, staff and other professionals.
- Welcome and support new children and parents into school, ensuring they have opportunity to meet the Head Teacher, Class Teacher & SENCO if applicable and tour the school prior to commencing if requested.
- Escort visitors around the building that are not DBS checked.
- Allocate rooms for meetings / activities, and record in the school calendar. Setting up and down rooms (where required).
- To liaise with all relevant internal and external staff and agencies e.g. supply agencies, schools catering, language support services, EWO & Admissions Officers etc.
- To prepare statistical information as requested for the Leadership Team and the teachers.
- General tidiness of administration stock cupboards ensuring stock levels are maintained.
- Assist with attendance duties when required i.e. first day phone calls.
- First aid including administering medicines and completing relevant documentation on the first aid management system (Medical Tracker).
- To undertake appropriate training as required in order to be able to undertake the duties and responsibilities that are required.
- To undertake such other duties that may from time to time be requested.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Head of School in consultation with the post holder.

Other

- Any other duties required by the Headteacher, which is within the scope of this post
- At all times carry out duties with due regard to the school's Health and Safety policy
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- Ensure all procedures relating to Safeguarding and Child Protection are followed as a priority

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with





the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Head Teacher at any time after consultation.

The post holder must always comply with the trust's staff code of conduct.

The post holder's duties must be carried out in compliance with the trust's:

- Safeguarding policies
- Equality policies
- Information Security policies
- Financial Regulations
- Health & Safety at Work Act
- All other trust policies

The Rose Learning Trust takes its duty to safeguard the young people with which it works seriously and is committed to safeguarding and promoting the welfare of children. Applicants will undergo child protection screening appropriate to the post, including checks with past employers.

All Rose Learning Trust staff members are required to undertake an Enhanced Disclosure and Barring Service check (EDBS)

The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check.



Administration Assistant Grade 5 Person Specification

PERSON SPECIFICATION	W S S	D E S	F O W
Qualifications and Training			
GCSE maths and English A-C (Grade 4) or equivalent	X		C Q
A Levels/NVQ Level 3 equivalent		X	C Q
Recent in-service training and qualifications relevant to the post		X	C Q
First Aid qualification		X	C Q
Relevant Experience			
Previous experience working with children in an educational setting.		X	A F / I
To be computer literate with good IT skills, in particular proven experience of typing and using keyboards	X		A F / I
Ability to use office equipment and photocopiers.	X		A F / I
Sound knowledge of Microsoft packages	X		A F / I
Knowledge of working in school environment and working with Arbor		X	A F / I
Experience of working within an office environment	X		



Experience of working within a school office environment		X	A F / I
Experience of working as part of a team.		X	A F / I
Knowledge and experience of child protection and safeguarding procedures		X	A F / I
Experience of working professionally with children and families	X		A F / I

Knowledge and Skills			
Good interpersonal and communication skills	X		A F / I
Good organisational skills	X		A F / I
An understanding of Child Protection Procedures		X	A F / I
Commitment to inclusion, equal opportunities and fairness	x		A F / I
Working knowledge of general policies and procedures applicable to school		x	A F / I



Excellent literacy/ numeracy/oracy skills	X		A F / I
Personal Qualities			
Excellent communication skills particularly being able to relate well to children, staff and parents	X		A F / I
Ability to self-evaluate own practice and learning needs	X		A F / I
A calm, pleasant and sympathetic manner	X		A F / I
Ability to work as part of a team, being flexible	X		A F / I
Articulate and presentable at all times	X		A F / I
Safeguarding			
Understanding and commitment to safeguarding procedures within a school environment	X		A F / I
Understanding of Data Protection	X		A F / I

