

Recruitment Pack

Admin Assistant

Woodfield Primary School



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.

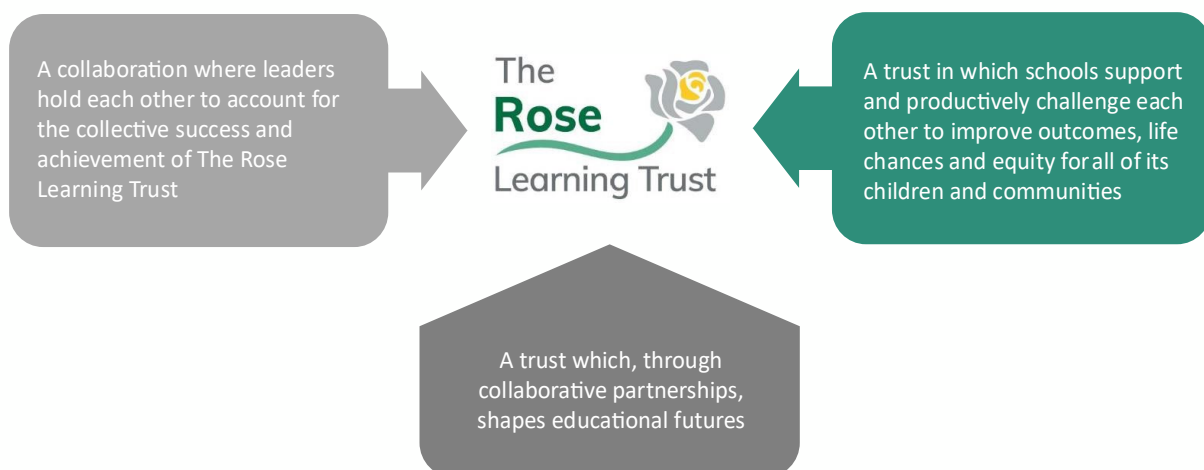
Our aim is not only to grow our trust successfully, but also sustainably. We believe that through quality, not quantity, we can facilitate opportunities that can be invested back into the people who will secure our future: our pupils and staff. Our aim at The Rose Learning Trust is to provide all pupils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

Woodfield Primary School



At Woodfield Primary School, we strive to promote an inclusive, child centred approach to learning, where our core values of aspire, create, respect, explore and engage are at the centre of everything we do.

Access to inspiring and motivating learning experiences through first class teaching, ensures everyone is able to achieve their potential in all areas of school life.

Our commitment to social responsibility, honesty and caring for others promotes our aim to be an integral part of the wider community, which values and enriches whilst providing opportunities for all.

Above all we want our school to be a happy and welcoming place where children parents, staff and visitors feel valued for who they are. Where our children believe in themselves just as much as we believe in them.



Admin Assistant

Advert Information

Post	Admin Assistant
Contract type	Fixed Term Term Time only (44.058 weeks) To commence 5 th January 2026 fixed to 31 st August 2027
Grade	Grade 5 – Scale point 4 to 6 commencing on 4 Actual Salary on scale point 4 is £11,534.31 per annum Next pay aware due April 2025
Hours	20 hrs per week 3 days Monday & Tuesday – 8am to 4.30pm with 30 mins lunch Wednesday – 8am to 12noon
Reporting to	Office Manager Assistant Head (SBM)
Location	Woodfield Primary School
Commencement date	Monday 5 th January 2026
Closing date	12 noon on Thursday 4 th December 2025
Shortlisting date	Friday 5 th December 2025
Interviews	Friday 12 th December 2025

The Rose Learning Trust is a successful medium sized trust based in Doncaster and North Lincolnshire. We have grown from two schools to eleven 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.

Woodfield Primary School is 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 Admin Assistant to join 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 Admin Assistant 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

We are looking for:

- Someone who is enthusiastic, highly motivated individual who will bring a sense of energy and passion to the role
- Someone with a good level of general education - English and Maths at GCSE C (4) or above is essential
- Someone who can use their initiative to work independently and flexibly.
- Someone who has experience of working within an office on a range of computer programs including Word & Excel
- Someone who enjoys working with children and forms good relationships with both children and adults.
- Someone who understands the importance of confidentiality.

We can offer:

- A friendly, caring school which is central to the community.
- 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.
- Excellent professional development opportunities.
- 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 Head Teacher, Mrs Kate Hallam admin@woodfield.doncaster.sch.uk or 01302 853289

Application packs are available on The Rose Learning Trust website <https://www.roselearning.co.uk> and should be returned to Mrs Jayne Miller, Assistant Head jayne.miller@woodfield.doncaster.ch.uk by 12noon on Thursday 4th December 2025

To apply use the link below:

<https://mynewterm.com/jobs/143451/EDV-2025-WPS-56321>

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 reference 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.





Admin Assistant

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:	Admin Assistant
Reports to (job title):	Office Manager Assistant Head (SBM)
Grade and Salary	Grade 5 – Scale point 4 to 6 commencing on 4 Actual Salary on scale point 4 is £11,534.31 per annum Next pay aware due April 2026
Contract Type	Fixed Term Term Time only (44.058 weeks) To commence 5 th January 2026 fixed to 31 st August 2027

Job Purpose:

Main purpose of the post

To support the education, supervision and care for students in school, promoting the highest levels of achievement in accordance with school policies by providing technical support within the school and by carrying out such other associated duties as are reasonably assigned by the Head Teacher, Assistant Head or Office Manager.



Duties and Responsibilities:

- To provide receptionist duties for all stakeholders in school.
- Provide administrative support for the school office including; Trips, Cool Milk scheme, After Schools Clubs, Notice Boards, School Dinners etc.
- To undertake general clerical and word processing duties.
- To assist in maintaining all areas of pupil information.
- School meals administration.
- Recording of Exclusions
- Stock Inventory & ordering
- Petty Cash, School Fund processing
- Managing the school post both distribution and sending – this may include visits to the post office
- First Aid provision (training will be provided) including the logging of incidents on Medical tracker, maintaining stock levels of first aid supplies and maintaining individual pupil plans for more serious conditions such as Asthma
- General day to day filing
- Maintain clear communication channels with all stakeholders including parents both verbally and written using Eduspot
- Participating in the wider life of school with support at events such as discos, BBQs etc
- Maintaining the reception area to be a warm welcoming environment including the promotion of the pre-loved uniform stall.
- To provide a positive and welcoming reception for all visitors to the school office, together with telephone duties.
- To communicate with outside agencies/services e.g. school nurse, engineers, contractors and direct enquiries to relevant personnel.



- To be prepared to undertake jobs allocated by Assistant Head on a daily/as required basis.
- To help maintain pupil information by day to day entering of all confidential pupil information onto computer systems (Arbor).
- To help maintain confidential computer files and update when necessary.
- Collate pupil meals numbers and staff meal numbers and control dinner money collection via Parent Pay, including liaison with the school Cook.
- General tidiness of administration & First aid stock cupboards ensuring stock levels are maintained and order requests processed.
- At busy periods assisting the Attendance Officer with first day phone calls.
- To check and distribute deliveries ensuring all relevant documentation has been completed.
- To provide word processing support to all staff (including teaching staff).
- Minor first aid including administering medicines and completing relevant documentation.
- Assisting in playground supervision if required.
- Accompanying pupils on school visits if required.
- To attend relevant training courses as directed.
- At all times to be aware of the confidentiality required of staff working in school.
- The nature of the role demands flexibility with regards to the needs of the school. Additional duties may be added or stated duties changed as determined by the Head Teacher in consultation with the post holder

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
- and 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.

Signed:Date:





Admin Assistant

Person Specification

PERSON SPECIFICATION	Essential	Desirable	How Identified
AF – Application Form CQ – Certificate of Qualification I – Interview			
Relevant Experience			
Good IT skills, in particular proven experience of typing and using keyboards	x		AF/I
Excellent numerical and written skills	x		AF/I
Ability to photocopiers		X	AF/I
Experience of ParentPay or another online parent payment portal		X	AF/I
Experience of EduSpot or another online parent communications system		X	AF/I
Experience of Arbor or another management information system		X	
Experience of Medical Tracker or another online first aid management system		x	AF/I
Qualifications and Training			
Three GCSEs (grade C/4 or above) or equivalent including English & Maths.	x		AF/I
NVQII or above in relevant subject e.g. Business Administration.	x		AF/I
Undertaken training in computers and software packages such as Windows		x	AF/I
Knowledge and Skills			
Excellent knowledge of Microsoft Windows and packages including excel, outlook and word	x		AF/I
Experience of office systems		x	AF/I
Experience of working within a school office environment		x	AF/I
Experience of multi-tasking and prioritising own work load		x	AF/I
Personal Qualities			
Excellent communication skills particularly dealing with face to face visitors.	X		AF/I
Articulate and presentable at all times	X		AF/I
Team player with the ability to work in a small team	X		AF/I
Ability to prioritise effectively	x		AF/I
Safeguarding			
Understanding and commitment to safeguarding procedures within a school environment	X		AF/I
Understanding of Data Protection & Cyber Security	X		AF/I
A satisfactory DBS check being undertaken before employment commences	X		N/A
Two satisfactory references received before employment commences	x		N/A

