



Charter Primary School

Create, Discover, Succeed, Together

SCHOOL CLERICAL ADMIN ASSISTANT

1 YEAR FIXED TERM

THE ATHELSTAN TRUST



CHARTER PRIMARY SCHOOL
T: 01249 447223
admin@charter.wilts.sch.uk
www.charter.wilts.sch.uk



A charitable company limited by guarantee, registered in England & Wales, as Athelstan Trust Company No: 7699625



Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,

Matthew Evans

Chief Executive Officer

The Athelstan Trust





Dear Candidate,

Thank you for the interest your interest in working with us here at Charter Primary School in Chippenham, part of the Athelstan Trust. I hope you find this pack informative. Should you require any further information, please visit our school website, www.charter.wilts.sch.uk or contact the school office.

Our school is located in the outskirts of Chippenham town centre and is ideally situated for easy access to Bath, Swindon, and many surrounding towns and villages.

Our school ethos, "Create, Discover, Succeed Together" brings children to the heart of everything we do. At Charter School, everyone values working together to become imaginative and creative learners through inclusion, respect and kindness. We are curious in our discovery of the world and challenge each other to succeed.

We are an active outdoor learning school and previously achieved a Challenge Partners 'Area of Excellence' for our Learning in the Natural Environment (LiNE) and we have a qualified Forest School Teacher. We implemented the Outdoor Play and Learning programme (OPAL) in January 2022 and we have an established nurture room which, while based on nurture room principles, is unique to Charter. We also offer a variety of educational trips throughout the year, including a residential trip in Year 6.

The school was opened in 1994 and is a modern, light and spacious building with fantastic outdoor space including a large field and an all-weather pitch. A purpose built, specialist resource base for children with social communication difficulties, is integral to the school. We have a dedicated school library which we continue to develop and grow. In addition, we also provide a before and after school run by our wonderful team of teaching assistants.

Our active and very supportive parent association, Charter School Friends Association (CSFA) contribute to whole school activities and developments.

We hope you choose to apply for a position with us. We offer a friendly, supportive and welcoming team and wonderful children to work with. All staff are offered opportunities for continuous professional development and have access to the full range of benefits provided by the Athelstan Trust.

We look forward to receiving your application.

Sarah Flack
Headteacher





Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

Why work for us?

Internal career opportunities

Personalised professional development and training

Employee assistance programme

Flexible working opportunities and a genuine commitment to family and work/life balance

Nationally negotiated cost of living pay

Automatic enrolment to the teacher or local government pension schemes

Generous holiday allowance for support staff

Recognition of local government continuous service

Cycle to Work scheme

Discounts at local gyms





School Clerical Admin Assistant – Fixed Term

- Post:** School Clerical Admin Assistant
- Hours:** 16 hours per week (13 hours school admin plus 3 hours SEN admin support)
8.30am to 3.30pm, two days a weeks (School Admin)
8.30am to 11.30am, 1 day a week (SEN Admin Support)
Hours may increase depending upon need of school
- Contract:** 1 year Fixed Term
- Pay Scale:** Points 3-4 (£24,796 - £25,185 FTE)
Actual salary £9,181 - £9,325 - Salary will be dependent upon experience
- Location:** Charter Primary School
- Closing Date:** Friday 17th July 2026 at 9am

The Athelstan Trust is a successful and growing Multi-Academy Trust consisting of six secondary schools and four primary schools in Wiltshire, Gloucestershire, and South Gloucestershire. We currently employ over 880 people and educate 6,100 pupils and plan to expand further over the coming years.

We wish to recruit a School Clerical Admin Assistant to join our small and very busy school admin and finance team. The role of the admin team is to support the school leadership team, teachers and support staff in their aim to deliver the best for all our pupils and to contribute to the smooth running and operation of the school. We are seeking a flexible team-player, who will contribute to both the admin team and the whole school team, which is friendly and supportive.

The post is for 16 hours per week; 13 hours will be based in the school front office with a further 3 hours working to provide SEN admin support to our SENCO. The work is varied and interesting and will include dealing with all enquiries at reception and on the telephone, as well as a range of general clerical and administrative duties including maintenance of manual and computerised records/management systems, and the undertaking of specific and varied duties that support the day to day operations of the school. The successful candidate will have excellent communication skills and the ability to relate to a wide range of stakeholders including pupils, parents, professional contacts and other visitors.

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This is a great opportunity for a self-motivated and self-sufficient person who is very well organised and with a can-do attitude. The role will best suit someone with good communication skills, able to prioritise their work and working with attention to detail. Confidence in word processing, email and other IT skills is essential. Previous school administration experience would be ideal, but is not essential. Full training will be provided on our school management information systems and other school specific systems.

The post is a 1 year fixed-term contract for 16 hours per week, term time only plus TD days (39 working weeks per year) to start 1st September 2026. Hours of work will be 8.30am to 3.30pm two days per week, with a half hour break each day, and 8.30am to 11.30 one day per week to provide SEN admin support. Working days can be agreed upon appointment. There may be a possibility for hours to increase per week depending upon the needs of the school.

The successful candidate will fit the criteria on the person specification, be a team player who can build supportive relationships with colleagues, pupils and parents and will contribute fully to the life of the school.

If you choose to join the Charter team, we can offer:

- A commitment to developing the talents and skills of all our staff
- A caring, enthusiastic and friendly team of staff
- Supportive parents, colleagues, leaders, local governors and Trust leaders
- The opportunity to work collaboratively within The Athelstan Trust
- A positive ethos underpinned by shared values
- A modern setting with spacious indoor and outdoor areas
- Nationally negotiated cost of living pay
- Employee assistance programme
- Automatic enrolment to the teacher or local government pension schemes
- Cycle to Work scheme

Please visit the school website to find out more about our school or you'd be extremely welcome to come for a tour to experience for yourself our fantastic community.

Applications will be considered as they are received; we reserve the right to make an appointment prior to the closing date.

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the

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Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions. References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check and that you may be questioned about the findings of such a check at your interview.

We are a flexible working employer, and we are willing to make any reasonable adjustments you require during your interview so please ask us.





Person Specification

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> GCSEs (or equivalent) in English and Mathematics (Grade C/4 or above) Evidence of relevant administrative or clerical training (or willingness to learn) 	<ul style="list-style-type: none"> IT/computing qualifications Previous school administration experience
Professional knowledge, understanding and skills	<ul style="list-style-type: none"> Minimum 2 years clerical/administrative experience Excellent knowledge of general computer packages and office equipment e.g. Microsoft Office Suite, Microsoft Copilot, Outlook, photocopier etc Understanding of general office procedures and administration processes 	<ul style="list-style-type: none"> Previous experience of working in Reception/Customer Service Experience of school administration and SIMs school information system Experience of website management and updates Knowledge of safeguarding procedures and school policies Understanding of GDPR and data protection requirements
Skills and abilities	<ul style="list-style-type: none"> Good verbal communication and interpersonal skills Excellent written communication skills Professional telephone manner Competent IT skills, including data entry and database management Ability to prioritise tasks and manage multiple tasks, ensuring deadlines are met Good organisational skills and a methodical approach to work Able to maintain confidentiality in matters relating to the school, its pupils and staff 	<ul style="list-style-type: none"> Able to contribute some creative skills to presentation of newsletters, promotional flyers etc
Personal Qualities	<ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children Able to present a positive image of the school to callers and visitors. Motivated and willing to contribute ideas Willingness to undertake any relevant training Able to work on own initiative and with minimal supervision Flexible approach and able to work as part of a team Sense of humour and able to remain positive under pressure 	





Job Profile

Post: School Clerical Admin Assistant

Job Purpose:

To provide efficient and effective clerical and administrative support to ensure the smooth day-to-day running of the school office and School Management Team, acting as a key point of contact for staff, pupils, parents, and visitors.

Main Duties:

The main duties and responsibilities of this role will include a combination of the following:

General Office Support

Contribute to maintaining an organised, efficient and welcoming office environment for staff, pupils and visitors alike.

- Welcome pupils, parents and visitors to the school, ensuring a positive and professional impression for all visitors and stakeholders.
- Act as the first point of contact for the school, both in person and via telephone/email.
- Manage visitor sign-in and sign-out procedures, ensuring safeguarding protocols are consistently followed.
- Ensure all visitor information is recorded accurately and in line with school procedures.
- Answer and direct incoming calls and emails, responding appropriately or escalating where necessary.
- Resolve day-to-day queries and issues efficiently and professionally.
- Manage incoming and outgoing post and deliveries.
- Ensure the reception area and foyer are kept tidy, organised and presentable at all times.
- Support the ordering of supplies and goods in line with school procedures.
- Contribute to maintaining an efficient, organised and professional office environment





Administrative Support – School Office

In this area of the role, you will help keep the school office running smoothly through accurate and timely administrative support.

- Monitor and manage the shared administration inbox, ensuring timely responses and appropriate action.
- Input new and updated information on the school's computerised system for pupil records and ensure all records are maintained and up to date.
- Maintain accurate student attendance records and process absence reports.
- Assist in the production of reports, lists and other information relating to pupils records.
- Process pupil lunch bookings
- Produce letters and correspondence for parents e.g. trip letters
- Set up and monitor payment items for parents via ParentPay
- Create and distribute termly newsletter for parents
- Update and maintain school calendar
- Update school website as and when required, training will be provided
- Support general administrative tasks including filing, photocopying, scanning and distributing communications.
- Respond to reception and general enquiries from visitors, parents and staff.
- Provide administrative support to colleagues across the school as required.

SEN Administrative Support

Provide high-quality administrative support to the SENCo, ensuring the effective organisation and delivery of provision for students with special educational needs and disabilities (SEND). This role is central to maintaining accurate records and coordinating communication with parents and external agencies in line with statutory requirements.

- Liaise with parents to book meeting dates for annual review meetings





- Organisation of annual review paperwork
- Distribution of SEN forms and documents to parents and other stakeholders
- Ensure up-to-date records are maintained on SharePoint
- Ensure accurate record keeping and produce reports from data systems as directed by SENCo

This area will develop alongside discussions with SENCo based around the needs of the school.

This job description outlines the main duties of the role but is not exhaustive. Responsibilities may be reviewed and adjusted in line with the needs of the school, following discussion with the postholder. The postholder will be expected to carry out duties in a flexible manner, appropriate to the role, and as reasonably directed by the Headteacher.

