



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



We're Hiring

Recruitment Booklet

Administrative Assistant

COCKBURN SCHOOL

Specialist status in the Performing Arts



COCKBURN JOHN CHARLES ACADEMY



COCKBURN LAURENCE CALVERT ACADEMY



COCKBURN INGRAM ROAD ACADEMY



FOOTSTEPS
to success



MIDDLETON PRIMARY SCHOOL



COCKBURN REACH ACADEMY



 **MINDFUL EMPLOYER**



0113 271 9962



recruitment@cockburnmat.org



www.cockburnmat.org

Job Description - Administrative Assistant

Post:	Administrative Assistant with attendance responsibilities
Required:	ASAP
Pay scale and salary:	B1, SCP 4 to 6 (£24,185 to £25,989 FTE) Actual Salary (£8,765 to £9,418 per annum)
Contract Type:	Permanent, Term Time Only
Hours of work:	Up to 16 hours per week

Accountable to: Headteacher

Purpose of the Role:

We are looking for a suitably experienced individual to work as part of our busy academy reception team. To be responsible for first point of contact for visitors to the academy and offering routine general clerical, administrative support. Supporting staff, students, parents/carers and visitors in ensuring their contact with reception is positive, effective, informative and professional.

Main Duties:

- Operate telephone switchboard; convey messages & filter calls
- Ensure all files are stored securely
- Provide a reprographic service for all staff
- Update the academy database
- Assist the main office with administrative tasks
- Organise and distribute academy post
- Manage the till and handle sales of uniform, equipment etc to students and parents
- Open and distribute post
- Organise medicals/photographer visits etc
- Book transport for staff, students and visitors as appropriate
- Monitor/order stationery for admin team
- Act as first point of contact for all parents/carers and other visitors to the school and ensure that they are dealt with in a professional manner
- Ensure that all visitors (including contractors) comply with school signing in/out procedures.
- Update both the SIMS computerised records and paper records for existing students as and when the academy is notified of changes
- Complete the annual update of SIMS student records. (Printing, distributing, monitoring returns & amending data recorded on computerised system as necessary)
- Processing/upkeep of EVH2 forms and all matters relating to medicals and immunisations
- To work as part of a team to provide customer focussed services
- To use IT applications and databases effectively to deliver administrative tasks

- To input and retrieve data using computerised systems
- To collate and prepare information from a variety of sources
- To communicate effectively with internal & external customers and colleagues in relation to work undertaken
- To work with others to help improve work organisation and effectiveness
- Managing meeting rooms and dealing with hospitality and arrangements for visitors
- Be committed to and promote safeguarding to all those in the school community
- To ensure promotion and support of Equal Opportunities and Health & Safety
- Undertake other duties as directed by the Executive Headteacher, Headteacher and Senior Administrator.

Attendance Specific:

- Oversee daily attendance processes, including first-day absence, follow-up calls, and responding to parent/carer enquiries.
- Accurately record all absences, lateness, medical appointments, term-time requests, and bulk absence data (e.g., trips, placements) on SIMS.
- Monitor attendance data daily, identifying patterns, concerns or persistent absence, and liaising with pastoral staff and external agencies where required.
- Produce reports, letters and legal documentation for attendance monitoring, fast track and casework.
- Manage admissions and leavers processes, including EHE and CME paperwork.
- Support attendance-related rewards, certificates and administrative tasks to promote good punctuality and attendance.

Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential but may be used to distinguish between acceptable candidates.

QUALIFICATIONS	Essential	Desirable	MOA
Grade C/4 or above in GCSE English	*		A/Q
Admin Qualification		*	A/Q
KNOWLEDGE/SKILLS	Essential	Desirable	MOA
Knowledge of general office procedures and practice including confidentiality	*		A/Q/R/S
Good numeracy/literacy & ICT skills	*		A/R/S
Able to communicate effectively with a wide range of people	*		A/R/S
Able to process documentation using Microsoft office application or similar	*		A/Q/R/S
Able to accurately enter/retrieve data information from information systems/databases	*		A/Q/R/S
Able to prioritise work to meet conflicting deadlines	*		A/R/S
Knowledge and skills to safeguard the welfare of CYP and uphold your professional responsibility	*		A/Q/R/S
Able to assist in the training of new team members		*	A/R/S
Basic understanding & knowledge of school systems and procedures		*	A/R/S
EXPERIENCE	Essential	Desirable	MOA
Experience of working in an administrative role/office environment	*		A/R/S
Experience of dealing with queries from a wide range of people in a customer focussed environment	*		A/R/S
Experience of participating in teams and working on own initiative	*		A/R/S
Experience of working in administration in a school and use of		*	A/R/S

SIMS			
PERSONAL QUALITIES	Essential	Desirable	MOA
A passion for education and making a difference	*		A/R/S
Excellent communicator	*		A/R/S
Effective team member	*		A/R/S
Energy, enthusiasm, sense of humour	*		A/R/S
Ability to motivate self and others	*		A/R/S
Willingness to contribute to the wider life of the Academy and Trust	*		A/R/S
Emotional resilience - recognising that working in Education can be a demanding job but approach the challenge positively	*		A/R/S
Subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from their students	*		A/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		A/Q/R/S
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.			
This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	

COCKBURN

CAREER PATHWAYS

What job roles am I interested in?

Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

What career path should I take?

Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

What qualifications do I need to reach my goal?

GCSEs, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

Smart clinic resources

Self-care and personal development

National College resources

Teaching and learning, pedagogy. SEND, admin, finance, staffing, recruitment, facilities, H&S

Our values and ethos

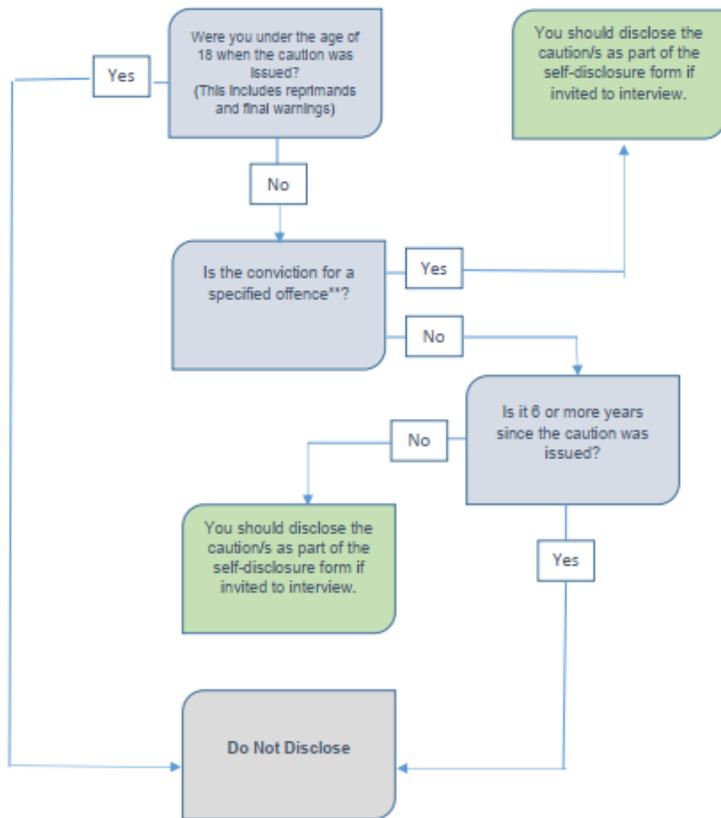
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

SUPPORT STAFF



COCKBURN
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Disclosure of a Caution
(this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction
Please work this through for each conviction you have separately even if they were part of the same legal proceedings

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

