



St Margaret's Church of England Primary School

**Administrative Assistant  
Candidate Welcome Pack**



*Thank you for your interest in this rare opportunity to join the wonderful teaching and learning team at St Margaret's Church of England Primary School, Stoke Golding - part of Inspiring Primaries Academy Trust!*

*This vacancy is for the right candidate to become a member of our dedicated team of support staff.*

We are a caring and friendly school, with a strong Christian Ethos. St. Margaret's is a truly special place; many of the children describe it as 'one big family'. Our mission statement 'The roots to grow and the wings to fly' is at the heart of everything we do - encouraging and supporting children in developing strong roots on which to build their lives. We want to enable all of the children in our school to aim high, use their gifts and fly.

Our inclusive school family provides everyone with firm roots and foundations which enable them to aim high, use their gifts and fly. Every child and adult is special to God and uniquely made in his image – we strive to ensure that all members of our school's body understand their worth and value.



*If you are looking for the next step into a career in education and want to work in an environment that inspires you to bring your brilliance to every lesson, every day then this is the role for you. I would encourage you to read the details of our approach, our supportive Trust and our offer to you set out in this pack and, when you are ready to apply, phone into school so I can arrange a tour to introduce you to our team and our children.*

**Aly Steele – Head of School**

Supporting you into the world of education...

## Starting Out in Education

Our school, and our Trust, has a long tradition of developing teaching and learning talent from the earliest stages of careers. Our support staff are pivotal in ensuring that our children maximise their learning experiences on a daily basis.

New starters to the world of education can expect full support to understand daily routines in school, to appreciate the importance of safeguarding regulations and dedicated coaching from one of our experienced Higher-Level Teaching Assistants.

We have a dedicated member of the school's Senior Leadership Team who has responsibility to the development of support staff. This leader meets regularly with support staff as a group, delivers meaningful training to help the team develop and spends time coaching on a one-to-one basis to help each member of our support team to develop a unique pathway for a career in education - if that choice is the right one for individuals.



Supporting your career, whichever stage you are at....



## Your Next Step In Education

At St Margaret's, and across the nine Primary schools that make up our Trust in South Leicestershire, we have clearly defined pathways for progression. The routes available, fully supported by the school and Trust leadership teams, are currently:

- Business Partner apprenticeship
- Apprenticeship training to become an Inclusive Learning Partner; working alongside the classroom teacher to deliver the appropriate bespoke support to children who need it.
- Gaining the HLTA qualification through an accredited provider.
- Pathways to teacher training, including dedicated support in school whether the training route you choose is school-based learning or university-based staged training.
- Specialism pathways, with supported training, if focussing on particular areas of support is right for you. This may include training and leading on academic mentoring, emotional literacy support, leading creative curriculum offers as just a few examples.

Supporting your career, whichever stage you are at...

## Finding A Better Balance!

Some of our Trust's most successful and impactful support staff have chosen to come into education as a second or alternative career.

Whether that is motivated by a change in circumstances, such as having a school-aged family to look after, or a change in motivation, such as embracing a vocation and being able to give back to our community, St Margaret's can be the place for you to find that balance.

Once that balance has been restored, our Trust will always have new opportunities for enriching experiences across our schools. Our school leadership work closely with our Trust partners to ensure that those opportunities are shared with staff and that full support is given to those wishing to take them up!





**Adam Watson**  
Chief Executive Officer  
Inspiring Primaries Academy Trust

Welcome to Inspiring Primaries Academy Trust and thank you for your interest in the role of Learning Support Assistant at St Margaret's Primary School.

Inspiring Primaries Academy Trust is highly ambitious for all children, young people, and our staffing team. The Trust currently comprises nine primary schools based around Leicestershire. We are a highly inclusive Trust with a track record of successful school improvement and innovative approaches.

This is a really exciting time to join our team. We are a values-driven organisation and everything that we do is aimed at improving life chances for children.

Our support team play a pivotal role within the Trust and in the improvement journey in all our schools. We are looking for a highly skilled candidate, who will provide ambition, creativity, passion, and drive.

If you are excited by the opportunity to make a difference in children's lives and feel that you have the skills and qualities for this role, please get in touch to arrange a visit and/or further conversation. We look forward to receiving your application.

01455 552343  
enquiries@ipat.uk  
Inspiring Primaries Academy Trust,  
Company Number 08540699, Registered  
UK Address: Church Lane, Gilmorton,  
Leicestershire, LE17 5EU



## Our vision is to enable all to flourish and succeed.

Our guiding principles are:

- We will appreciate the trust placed in us in educating children, promoting their personal development and well-being.
- We will promote excellence, personal achievement and the realisation of each and every child's potential, irrespective of their gender, race, faith, ability or background.
- We will promote the pursuit of excellence by every person every day, celebrating performance inside schools and the wider world.
- We are committed to ensuring well disciplined, caring environments.
- We are committed to ensuring every school is a hub for the community it serves and is a source of immense pride.
- We are committed to providing high quality buildings and engaging classrooms with up to date technologies.

# Administrative Assistant Job Description

**Job Title:**

Administrative Assistant

**Grade:**

Equivalent to Leicestershire LA Grade 5

**Initial Location:**

St Margaret's Primary School, Stoke Golding

**Responsible To:**

School Leadership

**Key Relationships / Liaison With:**

School Leaders, Teachers, SENDCo, other support staff

**Job Purpose:**

To work under the direct supervision of the Business Partner. To have responsibility for general day-to-day administration and financial tasks, prioritising your own work to provide a confidential, effective, efficient and flexible service for the school, improving outcomes for pupils.

# Administrative Assistant Job Description cont.

## Main Duties and Responsibilities:

MAIN DUTIES AND RESPONSIBILITIES include but are not limited to:

- To provide a courteous reception and visitor management service, responding directly to the majority of enquiries, and ensuring that visitors are welcomed and managed in accordance with established health and safety / child protection procedures.
- To make and receive telephone calls as necessary in order to fulfil your duties, being mindful of data protection and safeguarding requirements at all times.
- To undertake post duties, including collecting, opening, sorting and distributing incoming post, enveloping and dispatching outgoing post.
- To monitor and maintain the school email account on a daily basis, responding directly to routine enquiries, filtering marketing information and/or forwarding emails to the appropriate person.
- To distribute information / documentation to the school community as appropriate, including use of school-home communication systems.
- To respond to correspondence as appropriate, making use of standardised and non-standardised information.
- To file documentation accurately within the school's existing filing system, and to set up annual filing systems for documentation produced in the fulfilment of your own duties.
- To arrange and service meetings / training events when requested, including making room bookings, inviting delegates, arranging refreshments, assembling delegate packs and taking notes of informal meetings if required.
- To assist teachers in planning and organising school trips, researching venues, obtaining quotes and making bookings in accordance with the teacher's requirements.
- To use standard office software and equipment to prepare and produce a range of documents from basic instructions, making use of templates where appropriate.
- To monitor and maintain appropriate levels of stationery and general curriculum stock items, preparing orders for authorisation.

# Administrative Assistant Job Description cont.

## Main Duties and Responsibilities continued:

- To check deliveries to the school against the delivery note / order, noting any discrepancies and reporting them to the supplier in a timely manner.
- To prepare and manage pupil lists / groups for a range of purposes (e.g. free school meals, pupil premium, SEND, etc.)
- To process manual records, checking them for completeness and accuracy, applying coding where necessary and resolving any queries or errors. Where required, input the information onto computer systems and utilise these systems to interrogate information and produce non-complex reports.
- To monitor pupil attendance and punctuality, making appropriate checks on missing pupils ensuring that attendance records are accurate and up to date, and informing the appropriate person if a pupil's attendance or punctuality falls below predetermined thresholds.
- To liaise with catering staff as required.
- To undertake any cash handling duties, including receiving and recording payments for school meals/ trips, and preparing for banking.
- To pursue outstanding payments for school meals and trips in a timely manner using standardised letters, and inform the appropriate person if payment is still not received.
- To process applications for DBS checks, verifying appropriate documentation in accordance with prescribed procedures, recording DBS certificate details in the Single Central record and informing the Head Teacher promptly in the event that any certificate contains disclosures of any kind.
- In conjunction with the IPAT Central Team, provide cover for the Office Manager during any periods of absence.
- Any other duties, commensurate with the grade, for which the post holder has appropriate skills / training, as may be required from time to time.

# Administrative Assistant Job Description cont.

## Special Factors:

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore a DBS enhanced check is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Inspiring Primaries Academy Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

# Admin Assistant Person Specification

Aspect	Essential	Desirable	Evidence (Essential)
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Enhanced DBS clearance.</li> <li>Right to work in the UK.</li> <li>Unswerving commitment to implementing school / trust policies relating to the safeguarding of children.</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at safeguarding training.</li> <li>Ability to support, contribute to and further develop whole school approaches to safeguarding and promoting the welfare of children.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview questions</li> <li>Required documentation</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Level 2 qualifications in maths/numeracy and English/literacy.</li> </ul> <p><b>OR</b></p> <p>(or able to demonstrate numeracy/literacy skills sufficient for the demands of the post&gt;</p>		<ul style="list-style-type: none"> <li>Application form</li> <li>Required documentation</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a busy office environment, carrying out a range of administrative tasks</li> <li>Experience of using Office software or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school office.</li> <li>Experience using Arbor or other MIS systems</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>Understanding of the importance of confidentiality</li> <li>An understanding of health and safety issues relevant to the post.</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview questions</li> <li>References</li> </ul>

# Admin Assistant Person Specification cont.

Aspect	Essential	Desirable	Evidence (Essential)
<b>Ethos</b>	<ul style="list-style-type: none"><li>• Strives for personal excellence</li><li>• Understands the importance of enabling children to be happy and confident learners</li><li>• Is clear about what contribution they could make to enhancing the current ethos of the school</li></ul>	<ul style="list-style-type: none"><li>• An understanding of the aims of the school / Trust</li><li>• Demonstrates commitment to ongoing professional development and learning</li></ul>	<ul style="list-style-type: none"><li>• Application form and letter</li><li>• Interview questions</li><li>• References</li></ul>
<b>Skills &amp; Attributes</b>	<ul style="list-style-type: none"><li>• Ability to work accurately under pressure,</li><li>• Ability to use of a range of ICT software in order to fulfil the requirements of the role.</li><li>• Ability to use own initiative to respond to routine queries using standardised information</li><li>• Good interpersonal skills with the ability to relate well to children and adults.</li><li>• Ability to work effectively as part of a team</li></ul>		<ul style="list-style-type: none"><li>• Application form</li><li>• Interview questions</li><li>• References</li></ul>

## Admin Assistant Person Specification cont.

App = Application Form Test = Test Int = Interview Pre = Presentation Med = Medical Questionnaire Doc = Documentary Evidence (e.g., Certificates)

# Ready to apply?

If our school and our Trust is right for you  
then we want to hear from you!

## To Book A Visit:

Ring **01455 212393** during school hours  
and ask for Aly Steele, Head of School.

## To Apply:

Visit the school website at

[www.stmargarets-leics.co.uk](http://www.stmargarets-leics.co.uk)

or email [stmargarets@ipat.uk](mailto:stmargarets@ipat.uk)

