



# Appointment Information Pack



<b>Vacancy</b>	Reception/Administration Assistant
<b>Location</b>	Deeplish Primary Academy
<b>Start date</b>	01/09/2026
<b>Closing date &amp; time Interview and assessment</b>	<ul style="list-style-type: none"> <li>• Closing date for applications: Friday 26<sup>th</sup> June 2026 at noon</li> <li>• Shortlisting – Monday 29<sup>th</sup> June 2026</li> <li>• Interview and Assessment Day: Wednesday 8<sup>th</sup> July 2026</li> </ul>
<b>Salary</b>	25 hours per week T/O (38.8) Grade 2 – SCP 5 – 8 SCP 5 = £25,583 per annum SCP 8 = £26,824 per annum
<b>Contract</b>	Permanent – 8.30am – 4.30pm Monday and Friday, remaining hours flexible across the week.
<b>Return application to</b>	Ruth Minton Deeplish Primary Academy, Derby St Rochdale Lancs. OL11 1LT <a href="mailto:deeplish.recruitment@focus-trust.co.uk">deeplish.recruitment@focus-trust.co.uk</a>

## Welcome from Ewan McPherson, Principal, Deeplish Primary Academy

Dear applicant,

### *'Growing great learners'*

Thank you for your interest in the post of Reception/Administration Assistant at Deeplish Primary Academy. I am extremely proud to be the Principal of such a warm and friendly school as Deeplish.

Whatever the needs of our children we aim to ensure they thrive at Deeplish, feeling safe, having fun and enjoying success. We want our pupils' time in our school to be memorable, build on what they know and can do and help them become lifelong learners.

We value highly the partnership between home and school and encourage all parents to take an active part in the education of their children. The partnership between school staff, parents, governors and other stakeholders is an essential one. Children are at the heart of all we do and their social and emotional well-being, as well as their academic achievements are very important.

We are looking for a Reception/Administration Assistant to start on Tuesday 1<sup>st</sup> September 2026. The successful candidate must be a good communicator, team player, child centred, able to meet deadlines and reliable.

The applicant must be available to work 8.30am – 4.30pm on Monday and Friday, the remaining hours are flexible.

It is desirable that candidates would have experience of working in an education setting.

Prospective candidates are welcome to visit the Academy, please contact Mrs Minton to arrange a suitable date and time.

**Closing date for applications: Friday 26<sup>th</sup> June 2026 at midday**

**Interview and Assessment day: Wednesday 8<sup>th</sup> July 2026**

### Academy details

Address	Derby St, Rochdale, Lancs. OL11 1LT
Telephone	01706 392480
Email	<a href="mailto:deeplish@focus-trust.co.uk">deeplish@focus-trust.co.uk</a>
Website	<a href="http://www.deeplishprimaryacademy.co.uk">www.deeplishprimaryacademy.co.uk</a>

## Welcome from David Roberts, Chair of Governors

Dear applicant,

Thank you for taking the time to consider applying for the role of Reception/Administration Assistant at Deeplish Primary Academy. As Chair of the Governing Board, I would like to take this opportunity to tell you a little bit about the context of our school.

Deeplish is an academy right at the heart of the Deeplish community and we work really hard to do everything that we can to support our children and families. We joined Focus Trust in December 2014 and have not stopped improving.

When you visit us, you will find a very inclusive culture where everyone is valued and listened to. Our children and staff are fantastic and have a real love for learning. We have a reputation for being a friendly, caring and successful school, something that I know you will see if you come to visit us.

I hope I have given you a flavour of Deeplish and I have every confidence that we will successfully recruit a teaching assistant who can work with us in order to develop school further. We will offer you a very supportive governing body with high expectations for our children and staff. I hope that you feel encouraged to apply for the post.

## Job Description

<b>Academy/School</b>	Deeplish
<b>Job Family</b>	Administration (Level 1)
<b>Job Title</b>	Reception/Administration Assistant.
<b>Grade</b>	FT Grade 2 – SCP 5-8
<b>Accountable to</b>	Headteacher/Principal
<b>Line manager</b>	Academy Business Manager

### Purpose of the role

To be the first point of contact in the reception area for all visitors including; parents, contractors, pupils and staff. To provide a range of routine general clerical and financial administrative support for the School Business Manager, the school office, and any extended facilities. To assist with the maintenance of database systems containing information on pupils and staff.

### Main Duties

#### Administration

- To ensure the effective operation of the school office including reception area, so that all aspects of the administrative function are conducted efficiently and accurately.
- Provide routine clerical support such as filing, photocopying and ensuring central stationery/first aid supplies are available.
- Provide efficient general administrative support to your line manager and the school's senior leadership team and other colleagues as required.
- To assist with the smooth operation of school's admissions and exclusions policy including the preparation of associated letters and reports as the role requires.
- To support the implementation of administrative procedures and systems.
- Take responsibility for the circulation of incoming mail/deliveries and outgoing post including governors' mailings, taking appropriate action as necessary.
- To assist with the updating of information held on the school database (s) including pupil and staff records, emergency contacts and data required for the completion of returns, for example, for the DFE, and other external organisations as required.
- To assist in the entry and extraction of data, the collation and preparation of statistics, management information and reports as required by your line manager, governors, auditors, the focus- trust and the DFE.
- To collate information for the annual and on-going free school meal applications for pupils, ensuring procedures are followed and required documentation is obtained from parents/carers, and that registers are kept up to date.
- To provide basic financial processing and transactional support, using school based systems and in line with school procedures.
- To assist in transferring data safely when database system/s are introduced and/or changed.
- To assist in the maintenance of archive files and historical data.
- Ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and within required deadlines.
- Ensure compliance within the school of data protection regulations.
- Answer incoming and internal switchboard calls, dealing with requests and enquiries and taking/sending messages as required.
- Deal with correspondence promptly and respond appropriately.
- Maintain accurate records of pupil attendance and input information as required.

#### Relationship/customers

- Have a clear customer focus, be the friendly, public face of the school and be the first point of contact
- Distribute notes, messages and letters to relevant classrooms as required.
- Ensure the reception area is clean and tidy at all times and set up refreshments for meetings as requested.
- Establish good relationships with the pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Undertake reception duties, including welcoming and escorting a wide range of visitors to the school, answering calls and taking appropriate action to deal with queries in a timely manner. This will involve ensuring all safeguarding and health and safety procedures are followed.

- To establish and maintain good relationships with all pupils, parents/carers, colleagues, suppliers, contractors and other professionals.
- Support the line manager in maintaining timely communication with parents, governors, professional bodies, outside agencies, other schools and organisations etc.
- Oversee the safe dismissal of the children at the end of the school day or after school activities as may be required.
- To assist with organizing and putting in place contingency plans, in liaison with the line manager, to meet the needs of the school office in the event of emergencies such as absence, power cuts, equipment failure, transport strikes and school closures.
- Report technical faults relating to the school database systems and equipment to the ICT support team in accordance with school reporting procedures.
- Co-ordinate and assist in updating office notice boards

### **Fulfil wider professional responsibilities**

- Make a positive contribution to the wider life and ethos of the School and the Trust.
- Develop effective professional relationships with governors, colleagues, families knowing how and when to draw on advice and specialist support.
- To be willing and able to be part of a team of first aiders/fire wardens as may be required.
- Communicate effectively with pupils, school staff and visitors.
- To participate in training and other learning activities and performance development as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

### **Personal and professional conduct**

All Focus Trust staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a career with the Trust.

All Staff must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the School, by:

- treating governors, pupils, staff, parents and visitors with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an adult working in an School environment;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs; and
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff working in the Focus-Trust must have proper and professional regard for the ethos, policies and practices of the School and the Trust, and maintain high standards in their own attendance and punctuality.

All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities; and within the policies, handbooks and guidelines of the School and of the Focus-Trust.

### **General**

The post holder will:

- Be expected to actively support the work and ethos of the Focus-Trust.
- Be expected to undertake such additional duties as may reasonably be requested by the Principal/Headteacher or their representative.
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the Principal/Headteacher immediately.
- Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training.
- Comply with and support all policies related to equal opportunities, child protection and safeguarding of children and colleagues.

### Person specification

**Key:**

**App** – Application Form

**Ref** – Reference

**SP** – Selection process. This could include a range of exercises, including an interview.

<b>Knowledge, Experience and Skills</b>		
	Essential/ Desirable	How identified
<b>Experience</b>		
Experience of working in a school office	D	
Experience of using computer packages for word processing, spreadsheets, databases and researching information	E	App/SP
Experience of undertaking a wide range of office based administration and clerical tasks.	D	App/SP
Experience of team working to work effective with others and meet deadlines and goals	E	App/SP
Experience in using and maintaining accurate and quality electronic and paper based systems	D	App/SP
Experience of undertaking a range of basic financial tasks	D	App/SP
<b>Skills and abilities</b>		
Communication skills to deliver polite, courteous and effective customer service in person and over the phone	E	App/SP
Interpersonal skills to build and maintain effective working relationships with colleagues, partners and pupils	E	App/SP
Written communication skills to take accurate messages, passing them on to others	E	App/SP
Initiative to respond to unexpected problems using recognized procedures and policies as a guide	E	App/SP
Organizational skills to work under pressure to priorities and re-priorities own workload	E	App/SP
Literacy skills including spelling, grammar and punctuation to be able to compose letters, reports and other documents	E	App/SP
Numeracy skills to be able to undertake financial tasks and duties	E	App/SP
<b>Knowledge</b>		
Knowledge of key areas of legislation affecting personnel, estate management and Health and safety	D	App/SP
Knowledge of data protection and information security and a good understanding of the importance of information protection	D	App/SP
Knowledge and understanding of equality and diversity issues within a school community	D	App/SP
<b>Child protection</b>		
Understands why safeguarding is important when working with children. Able to apply CP policies and practices.	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
<b>Qualifications and training</b>		
Literacy and Numeracy skills equivalent to Level 2	E	App
Willingness to gain a basic first aid certificate (as required)	E	App
<b>Personal qualities and attributes</b>		
Moral purpose (Equality, children and adults treated with respect)	E	SP/Ref
Child centered	E	SP/Ref
Integrity – responsible adult role model and being a positive influence	E	SP/Ref
Self-motivated and able to motivate others	E	SP/Ref
Reliable and understand the importance of good attendance	E	SP/Ref

Enjoys challenge	E	SP/Ref
Works to deadlines	E	SP/Ref
Working accurately and with attention to detail	E	SP/Ref
Enthusiastic and optimistic	E	SP/Ref
Excellent problem solving/analytical skills	E	SP/Ref
Self-awareness, knowledge of strengths and limitations	E	SP/Ref
To remain calm and focused whilst dealing with many challenges in a busy environment	E	SP/Ref
To be flexible and adaptable to the ever changing needs of the school	E	SP/Ref

## About our Academy

### Academy vision, ethos and values

Our vision is 'Growing Great Learners'.

At Deeplish we aim to create a quality environment where everyone involved with the school has respect for themselves, for others and for their community.

By constantly encouraging and emphasising positive aspects of work and behaviour we seek to promote the high standards we strive to achieve.

We believe that the goals and targets we set should be high but realistic so every child has equal opportunity to achieve their maximum potential.

We actively promote healthy life-styles and give children the knowledge and understanding they need to make informed decisions about their health, safety and well-being as they grow.

Everyone at Deeplish, be they child or adult, has a role to play and a contribution to make to the life of the school and its place in the community.

We believe that the teaching/learning environment we provide should reflect the fact that everyone's contribution will be recognised and their views will be listened to.

We aim to have a school which provides stimulating, enriching and fulfilling experiences - a place which people enjoy coming to.

Our children are our future. At Deeplish we work together to give children the academic and life skills they will need for a happy and successful future.

### Our pupils

The children at Deeplish are a real strength of the school. Pupils' behaviour, their relationships with all people and their eagerness to learn makes the school a great place to be. Pupils get on well together and their relationships with each other and their teachers are characterised by warmth and mutual respect. We have a very active School Council who play a key role in how school runs and how we will take the school forward in the future.

### Our staff

The staff at Deeplish are committed to providing the best possible education for all children. They work extremely hard to nurture and develop children so they achieve their full potential in a supportive environment.

## Our facilities

Deeplish is a modern school (completed in December 2011) and is a two-form entry. The classrooms are light and spacious and well equipped to ensure the children have a learning environment conducive to the 21<sup>st</sup> century. We are extremely fortunate to have large grounds which have been designed and developed to support childrens' learning.

## Our school organisation

Our pupil admission number is 60 and there are two classes for each year group, from Reception to Year 6. In addition to class teachers, learning is supported in classes by teaching assistants – the number of these depends on needs within classes and year groups.

## Our curriculum

We offer a broad and balanced curriculum which gives the children a wide range of experiences to develop the whole child. Our curriculum is geared to giving children a firm grounding in the necessary knowledge and skills to succeed in an ever-changing world as well as providing them with the solid foundations of reading, writing and maths.

## Our extra-curricular activities

A range of extra-curricular activities usually operates in the autumn and summer terms, during which staff generally run an after-school club once a week. Examples of clubs offered include basketball, choir and debating.

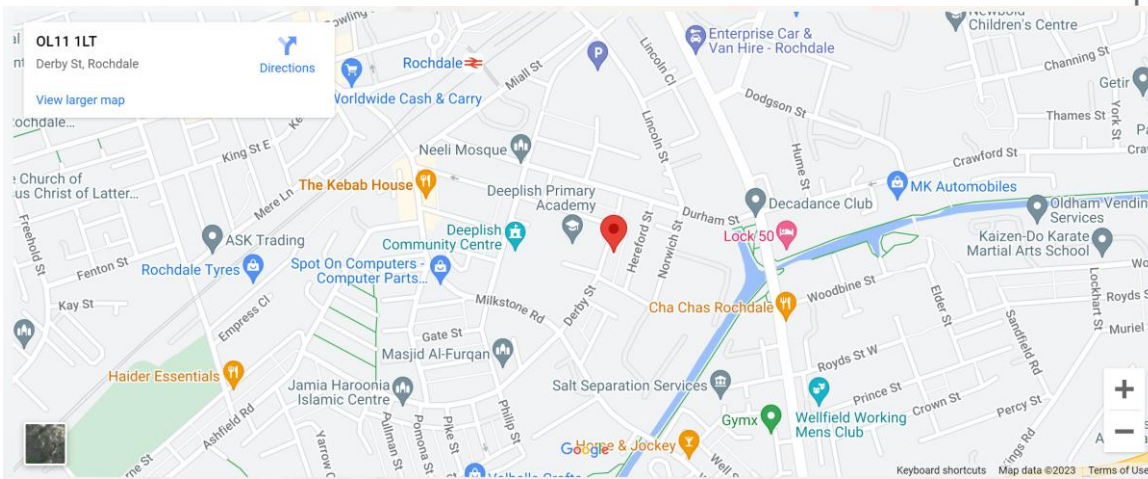
## School Quick Facts

<b>Type of school</b>	Primary
<b>Age range</b>	3 - 11
<b>Location/LA</b>	Rochdale
<b>Number of children</b>	453
<b>Number of teaching staff</b>	24
<b>Number of support staff</b>	43
<b>% FSM</b>	35%
<b>% SEN</b>	39%
<b>% EAL</b>	74%

## Our geographical area

Deeplish Primary Academy is right at the heart of the community it serves. The school is situated in the middle of Deeplish, very close to Rochdale train station.

In addition to our partner academies within Focus-Trust, we work collaboratively with schools in our local partnership and with a range of secondary schools in the Rochdale area to which our pupils transfer at the end of Year 6.



**What you might want to know about Focus Trust**

**Who are we?**

Focus-Trust was incorporated in May 2012 as a primary trust. The Trust has links with the sponsor, Focus Education, but is an entirely separate legal entity. As with all academy trusts, the Trust is a company limited by guarantee and an exempt charity. The Trust's offices are situated in a newly converted historic mill conversion in Chadderton, Oldham with excellent motorway networks to access our schools.



The defining feature of Focus-Trust is that it is a specialist primary phase trust. This means that the work of the Trust is driven by the distinctive needs of primary schools. Whilst the Trust has robust systems for accountability, each school has their own distinctive identity, ethos and culture, and this is a commitment to every school when they convert and join the Trust.

Focus-Trust currently has a small centrally employed team. The members of the team are highly skilled and committed to the vision, culture and values of the Trust.

All the schools within the Trust are willing partners who have actively chosen to join Focus-Trust and there is a very high degree of consensus, cooperation and commitment from within the group.

The Trust has robust policies and systems in place to govern and guide its work. These have been gradually implemented as the Trust has grown. The Trust has well-established productive relationships with trade unions and meets half termly with a group of national trade union representatives to discuss policy development. This has enabled us to introduce and change a range of policies in a streamlined and cooperative way.

**Additional information.****Equality of opportunity**

Focus-Trust is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition.

**Safeguarding**

Focus-Trust is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures. Applicants should be aware that the recruitment process will include an assessment of your suitability to work with children.

**Right to work in the UK**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

**Validation of qualifications and identity**

All shortlisted candidates will be asked to bring original certificates or relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies of the successful candidate will be retained on their personnel file. The copies of unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

**References and Social Media Checks**

If you are shortlisted, we will take up references before the interview date, unless you state otherwise on your application form. However, two satisfactory references must be received before we can confirm any offer of an appointment. One of your referees must be your current or most recent employer. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or open references will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

In line with our safer recruitment policy, on-line presence checks will be undertaken if you are shortlisted. This check is designed to complement the range of standard recruitment checks and allows us to identify a candidate's online presence which potentially could damage the organisation's reputation.

**Disability**

To comply with the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the named person on the advert, if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

**Disclosure of a criminal record**

Employment in this role is subject to an enhanced check with the Disclosure and Barring Service (DBS). Checks will also be made against the lists showing people barred from working with children. All checks must be satisfactory before any offer of employment can be confirmed and before commencement of work can take place.

**Dress code**

We expect all staff to dress professionally and appropriately for the roles undertaken. We pride

ourselves on the high standards of dress of both our pupils and staff; these standards are led by our staff who we expect to set an example.

### **Knowledge and skills profile**

This is an important part of your application and is your opportunity to explain how you meet the person specification for the post. You should demonstrate, using no more than 2000 characters, your skills, knowledge and experience and give short examples. Describe how you match the requirement of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. You may find it helpful to use sub-headings in order to keep your statement well focused. If you do not submit this profile, you will not be considered for short listing.

### **Policies**

Focus-Trust and the schools have a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. These can be found on the Trust website [www.focus-trust.co.uk](http://www.focus-trust.co.uk) and school websites. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand the Code of Conduct and some of the key policies, e.g. Safeguarding and Child Protection, Health and Safety, Acceptable use of IT.

### **Pensions**

Focus-Trust contributes to Teachers' Pensions and Local Government pensions in the same way and with the same level of contribution as local authorities.

### **Employer Relations**

Focus-Trust has a Trade Union agreement which recognises the teacher and support staff unions. This is further supported by an ongoing and productive relationship with key trade union officials.

Thank you for taking the time to read this information pack. We wish you every success in any application you may make.