

Administrative Assistant

Candidate Information Pack

Bishop Martin CE Primary School



Administrative Assistant

Salary: NJC Scale Point 5
Start Date: 1st September 2026

Liverpool Diocesan Schools Trust and the governors of Bishop Martin CE Primary School wish to appoint an Administrative Assistant.

We are extremely proud of our school. Bishop Martin is a happy, welcoming, and vibrant school, with a strong ethos of enabling our children to achieve their full potential through an innovative curriculum and high-quality teaching and learning. We are ambitious for our pupils and determined to help them overcome barriers so that they can flourish.

We are proud to be part of a multi-academy trust, Liverpool Diocesan Schools Trust (LDST). LDST is a family of schools that welcomes young people of all faiths and none, working together to provide an excellent education built on distinctly Christian values.

We are looking for someone who possesses:

- Flexibility, good communication and a commitment to working as a team
- Has experience of undertaking a wide range of administrative duties
- Has good organisation and interpersonal skills
- Has experience of using Microsoft packages
- Proactive in their approach to maintain high standards
- Eager to develop their skills and abilities
- A strong and enthusiastic commitment to the Christian ethos of and values of the school

In return, we can offer you:

- A committed and cohesive staff team, dedicated to the school and its family ethos
- Enthusiastic, well-motivated and happy children
- Supportive and engaged parents
- The support and challenge of an active and committed local governing body
- Continuing professional development and career progression opportunities across our Trust
- Opportunities for support, collaboration and professional development within LDST and across local networks

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to

disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Closing Date: 7th July 2026 5pm

Shortlisting: 9th July 2026

Interview Date: 15th July 2026

Start Date of Post: 1st September 2026

About Bishop Martin

Bishop Martin is a popular, successful and aspirational school situated in the heart of Woolton. As a church school our Christian vision and values underpin everything, we do for our whole school community to flourish.

Our aim is to develop the whole child and prepare our children for lifelong learning. We have high expectations of every child and know that their potential is infinite. We want children to have a happy, safe, and caring environment in which to learn and prepares them to be confident and happy citizens, encouraging perseverance and a desire to succeed.

Christian Vision

Our Christian Vision and values are at the core of everything we do. They underpin our school vision which is:

Learning Together, In God's Love

At Bishop Martin, we INSPIRE and empower all members of our school community, providing the knowledge to enable everyone to thrive and flourish. Guided by our Christian Values, we are all determined to serve and lead the diverse world we live in treating everyone with compassion, dignity and respect. Hope and aspiration support all to encourage all to grow and believe that

"...with God all things are possible" Matthew 19:26

School Priorities

We are incredibly proud of our INSPIRE curriculum which provides high quality learning in an inclusive, nurturing environment enabling our whole school community to thrive.

This year, our schools are focused on the following priorities:

- **Leaders** promote a culture of continuous school improvement impacting **positively on outcomes** and **empowering pupils to be courageous advocates**.
- To ensure teachers check pupils' understanding and adapt their **teaching** to meet pupils' needs.
- To develop a strong **culture of positive behaviour** and **high attendance** for all pupils.
- To continue to embed our **inclusive practices to positively impact on pupils learning and well-being**.
- Pupils develop detailed knowledge and skills across the INSPIRE **curriculum** and assessment is used effectively.

Welcome to Liverpool Diocesan Schools Trust

Thank you for your interest in working in one of our amazing schools and committing to making a difference to learners right across our Trust.

LDST is a multi-academy Trust of 19 primary schools that welcomes young people and colleagues of all faiths and none and is committed to providing a high-quality education and environment where Christian values and principles permeate all that we do.

As a Trust, we have a very clear purpose, and an uncompromising vision:

The right of all to have a great education is at the heart of everything we do so that all learners, regardless of background, ethnicity or need, make excellent progress, and fulfil their academic potential.

Central to this are our **core values of collaboration, difference, local and inclusion**, and our commitment to ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.

All of our schools benefit from high levels of collaboration and a strong school improvement function and central team, which give the capacity to support schools, evaluate and intervene where needed. Strong networks and a culture of support ensures a high level of accountability matched with only the challenge required to enable local leadership to flourish.

We do this to ensure that our schools are self-sustaining and we are committed to being:

- **Respectful** of the individual identity of our schools –knowing their strengths and understand where improvements are needed
- **Resourceful** and recognising effective and successful practice in all schools and using this where possible as a resource to support others to bring about improvement
- **Responsive** to the context of each school, adapting strategies where necessary to promote and sustain improvements
- **Relentless** in our pursuit of excellence and led by a belief that every child can achieve

Our family of schools support and connect, share practice, and provide an excellent education built on distinctly Christian values so that *all* children, learners and staff across our Trust, flourish. Our established networks provide exciting opportunities for schools to work together to create a fluid school improvement system.

Supporting you to flourish and thrive in your role is extremely important to us and this is reflected in our strategic People Pillar and People Strategy:



Learn

We learn from our colleagues' experiences and best practice to get the **fundamentals of HR** right.



Love

We love and appreciate our colleagues by supporting their **wellbeing and mental health**.



Achieve

We must **attract** the best talent and support **retention** of existing colleagues with comprehensive **development** for existing colleagues to successfully fulfil their roles and **progress** their careers within the Trust.



Together

We are **one Trust**. We will foster a **culture of belonging** for everyone and strive for **excellence** for all.

We are a fully inclusive organisation and encourage applications from individuals from all communities regardless of faith, race or ethnicity, age, disability, gender or sex, marital status, pregnancy or maternity, or sexual orientation.

What we can offer you

- Continuing Professional Development – All support staff can apply for fully-funded apprenticeships up to degree level.
- Leadership Pathways – We have a wealth of development opportunities that are open to colleagues and we are exceptionally proud of our very high levels of internal promotion.
- Annual Trust Wide Conference – For all colleagues to celebrate and learn together.
- Collaboration – Regular networking opportunities across our networks for different staff groups.
- Trust Wellbeing Group – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work like our Trust Wide employee assistance programme and reward platform.



Laurie Kwissa, Chief Executive Officer

Job Description

Job Title:	Administrative Assistant
Contract Term:	Part time, Permanent
Salary:	NJC Scale Point 5 £25,583 FTE Actual salary dependant on hours
Commencement date:	01/09/2026
Location:	Bishop Martin CE Primary School

Main Purpose

Under the guidance of senior staff be responsible for the undertaking of administrative, financial and organisational processes to ensure smooth efficient operation of the school administration.

Organisation

- Undertake reception duties, answering routine telephone and face-to-face enquiries from staff, pupils, parents/carers, and visitors to the school.
- Ensure the signing in and out of pupils and visitors complies with the school's safeguarding procedures.
- Monitoring gate/door access system for all staff, pupils, visitors, including contractors, to the school site.
- To provide advice and guidance to visitors, members of the public, contractors etc.
- To support with daily attendance of pupils including recording attendance in EdGen and First Day Response.
- To assist with the planning, booking, and organising of school trips and visits.
- To assist with pupil first aid/welfare duties, liaising with parents/carers and or staff.
- To be a designated person to administer first aid.

Finance

- Undertake general financial administration e.g. processing orders and invoices.
Manage the school meals, trips and extended school activities registers and payments.
- Manage and keep up to date the school's online payment system.
- Provide general finance support to Office Manager and School Business Manager.

Administration

- Provide general administrative support e.g. photocopying, filing, scanning etc.
- To respond promptly and efficiently to all internal and external correspondence/enquiries.
- Undertake word processing and other ICT based tasks including the production of letters, reports, schedules, orders etc.
- Maintain manual and computerised records and/or management information systems e.g. EdGen (pupil data), SIMS Finance (order/invoice processing) and the schools online payment system.
- Maintain and collate pupil records within Iris EdGen and other MIS systems ensuring all information is complete and up to date, including school census information and records routinely required by the local authority and DfE.
- Take notes at meetings and circulate to attendees, e.g. staff meetings.
- Sorting and distributing the internal and external mail.
- Provide routine clerical support in relation to the production and distribution of specific materials, e.g. school newsletters, school prospectus, standard letters etc.

Resources

- Operate office equipment e.g. laptop and photocopiers in accordance with manufacturer's instructions.
- Liaise with contractors to ensure that school equipment e.g. photocopiers are in working order and running efficiently.
- To maintain stock and supplies of resources. Place orders, receive goods in and ensure correct goods received, update the schools finance system and distributing resources as required.

Support for the school

- Be aware of and comply with school policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
Completed appointed First Aid at Work training as required.
- Be aware of and support inclusion to help ensure everyone has equal access to the services of the school and feels valued whilst respecting their social, cultural, linguistic, religious, and ethnic background.
- Contribute to the school and Trust ethos, aims and development/improvement plan.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities, including performance management as required.

Christian Ethos

- To have a commitment to the agreed whole school vision and values.
- To positively promote and contribute to the Christian ethos of this church school.

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out professional tasks as are commensurate with the duties and responsibilities of the post.

Person Specification

Criteria	Essential (E) / Desirable (D)
Qualifications & Training	
<ul style="list-style-type: none"> Level 2 qualification or equivalent in Maths and English Willingness to participate in relevant training and development opportunities 	<p>E</p> <p>E</p>
Experience	
<ul style="list-style-type: none"> Experience of clerical/administrative/financial work Knowledge of relevant codes of practice and an awareness of relevant legislation Experience of working in a school environment including the use of Iris EdGen Knowledge and experience of the use of Microsoft Packages including Outlook, Word and Excel 	<p>E</p> <p>E</p> <p>D</p> <p>E</p>
Skills/Knowledge	
<ul style="list-style-type: none"> Literacy skills to be able to communicate effectively Numeracy skills to be able to undertake routine financial administration Excellent interpersonal skills with the ability to be able to communicate effectively with parents/carers, pupils, colleagues, governors, and external agencies The ability to work as part of a team – communicating openly and interactively, listening carefully to others and valuing their opinion The ability to stay calm in difficult situations Good time management skills, to include the ability to adjust to constantly changing work demands and to be able to meet deadlines Ability to share skills and knowledge within the workplace and provide advice and guidance to others 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Professional Values and Practice	
<ul style="list-style-type: none"> Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration To be able to work collaboratively with colleagues both within school and other organisations, and carry out the role effectively, knowing when to seek help and advice Able to improve their own practice through observations, evaluation, and discussion with colleagues 	<p>E</p> <p>E</p> <p>E</p>
Special Requirements	
<ul style="list-style-type: none"> Willingness to undertake appropriate first aid training 	<p>E</p>

How to Apply

The application process for this role is a 2-stage process:

- Application form completed on MyNewTerm
- Interview

We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to a interview.

To ask any questions, to arrange a visit to the school please contact Rebecca Lyons on r.lyons@ldst.org.uk.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

For further information on our school, please visit our website:

- Bishop Martin CE Primary School: <https://www.bishopmartince.co.uk/>

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen