

# Murray Park School

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## Applicant Information Pack

### Admin Assistant – Student Services & Reception Support

Application deadline: Monday 02 February 2026, 9am

Interview Date: w/c 09 February 2026

Start Date: 23 February 2026  
(subject to safer recruitment checks)

*Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references*

**Headteacher:** Mrs N. Caley

**Address:** Murray Road, Micklegate, Derby, DE3 9LL

**Telephone:** 01332 515921

**Web:** [www.murraypark.derby.sch.uk](http://www.murraypark.derby.sch.uk)

**Email:** [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk)



# Our Headteacher

I am delighted to introduce you to our wonderful school. Since my arrival in 2018, I have sought to create a thriving working environment which enables our wonderful students to succeed in all aspects of life at Murray Park and beyond. It was great for this to be recognised by Ofsted in September 2022 when we achieved our Good judgement.

We pride ourselves on giving teachers the conditions in which to teach without distraction and ensure that all staff are supported quickly with any concerns both in and outside the classroom.

We are fully committed to offering a top-class education - which keeps abreast of national and international trends. We welcome applications from high-quality candidates who are looking to make a real difference to our students' lives.

We support all new staff with a supportive induction package. ECTs follow a comprehensive induction

programme as well as our in-house training. We endeavour to ensure your skills are developed so you can perform at your optimum.

Please take your time to consider the information in this pack and do not hesitate to make contact with us should you require any further information.

I wish you the best of luck with your application to our school.



Mrs N. Caley

## Senior Leadership Team



Nicola Caley - Headteacher

Rebecca Somes - Deputy Headteacher

George Hagen - Deputy Headteacher

Theresa Lucas - Assistant Headteacher

Nick Lynn - Assistant Headteacher

Leanne Dodd - Assistant Headteacher

Joseph Hyndman - Assistant Headteacher

*"Being a teacher at Murray Park is a privilege, providing me with the opportunity to be part of a community with shared values..."*

Flavia Kupferberg - Teacher of English



# Ambition Statement

At Murray Park School, our curriculum vision is to provide an ambitious and inspirational education for all of our pupils. Our strong set of values: Perseverance; Respect; Independence; Dreams and Excellence (PRIDE) underpins our ethos. Through our curriculum, our pupils develop the confidence to embrace the responsibilities that life has to offer and to become valued members of the local community, both now and in the future.

In all lessons the pupils are challenged and engaged in an education that prepares them for their futures. Our Learning Motto, OASIS, enables all of our pupils to develop life skills, such as, creativity, empathy and collaboration, resulting in resilient individuals with high aspirations.



We are passionate about our pupils' personal development and put this at the heart of everything we do. We provide cultural capital experiences to our students through the Murray Park Charter for Success, where students are supported and encouraged to try new activities and experiences such as visiting the theatre, volunteering, learning to

play a musical instrument as well as much more. As well as this, we produce an annual trip schedule which includes a number to international destinations, including outside of Europe. These are fully funded for students, where required.



Our health and wellbeing provision ensures that our pupils lead healthy and fulfilling lives and that every pupil has the knowledge and confidence to take care of their own physical and mental wellbeing.

As a result of our outstanding careers programme, all of our pupils are prepared for the next stage of their education, training and employment through our extensive network of business partners and dedicated careers' centre. Our wide range of extra-curricular activities include residential opportunities and international travel. These opportunities enrich the formal curriculum and deepen the pupils' knowledge and skills.

*"The quality of provision and pastoral care for our students has an exceptional impact on their lives."*

Emma Challand - Head of Year





# School Information

Murray Park is a dynamic and forward-looking 11-16 mixed comprehensive school on the western fringes of the city of Derby. It is a Foundation Status school but has a close working relationship with the local authority.

We cater for approximately 1200 students, situated on a spacious site surrounded by greenery. We serve students from the Derby City area, within reach of the Derbyshire countryside and our cohort sizes are growing each year.

Our students reflect the full academic ability range and there is a breadth to the socio-economic status of our families.



## Application Process

Informal visits to the school are available but not essential. You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application.

Your letter of application should make reference to the job description and in particular how you meet the person specification. At least one of your references should be a current employer and you should indicate if you are happy for us to contact each reference.

Please provide an email address for your referees so that we can contact them.

Please apply online via My New Term or TES.

Links to our online application form via My New Term can be found on our school website: [Vacancies | Murray Park](#). The application letter should be no longer than 2 sides of A4, Arial font size 11 and can be emailed to [hr@murraypark.derby.sch.uk](mailto:hr@murraypark.derby.sch.uk).

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*"Murray Park is a fantastic school to work for, I've felt extremely welcome and supported by the school, first as a trainee and then as a new starter."*

**James Murton - Teacher of English**



Our School was inspected in September 2022 and gained a Good judgment from Ofsted. Here are just a few quotes from their highly positive report. To access our full report please use our website link:

[Ofsted Reports | Murray Park](#)

Quality of Education	<p>“Leaders have designed an ambitious curriculum that allows pupils to learn a broad range of knowledge.”</p> <p>“Leaders have planned assessments to check pupils' understanding.”</p>
Behaviour and Attitudes	<p>“Pupils are happy and safe at Murray Park. They know teachers care about them.”</p> <p>“Leaders have ensured that classrooms are places where pupils can learn.”</p>
Personal Development	<p>“The 'Charter for Success' encourages pupils to engage in activities such as theatre trips and cookery.”</p> <p>“Leaders ensure that all pupils have opportunities to gain different cultural experiences.”</p>
Leadership and Management	<p>“Leaders have prioritised reading.”</p> <p>“Leaders have created a culture of safeguarding.”</p>

## SAFEGUARDING INFORMATION

Murray Park School shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce. This post is Exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check.

### Recruitment Information

The application form must be completed in line with our Important Recruitment Information section on the school website. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

- Child Protection and Safeguarding Policy
- Recruitment of Ex Offenders
- The Equality and Diversity Form
- GDPR Privacy Notice

### Recruitment Policy

These documents can be found using following the link:  
<https://www.murraypark.derby.sch.uk/key-information/vacancies/>

*“Since starting at Murray Park there has been no time for nerves, just excitement. I am delighted to continue my journey here, whilst inspiring others on my way.”*

**Charlotte Bunting - Teacher of Science**

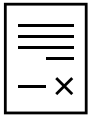


# Staff Well-being

Murray Park considers the well-being of staff to be important. When we make strategic or operational decisions, we always consider the well-being and workload of staff. See below for some of the ways we support staff wellbeing and workload for all our team:



Opportunity for flexible working for all staff



A robust and centralised behaviour system, including an internal Alternative Provision.



A designated, trained, mental health leader.



A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.



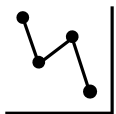
Paid lunch duties, including a free meal.



CPD for all staff, in all roles, including whole-school and opportunities for any bespoke courses.



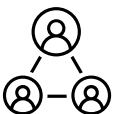
Latest technology, including new laptops for teachers.



A measured approach to data management, including meeting free weeks during data points.



An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy.



Staff social and sports events.

*"Murray Park School is at the centre of the community. For our students this is their OASIS."*

**Katy Drew - Alternative Provision Lead**



# ADMINISTRATION Department

Welcome to our school and the Administration Team. We are a dedicated group of professionals who provide essential support to both staff and students, ensuring the smooth day-to-day operation of the school. Our team works tirelessly behind the scenes, managing everything from student services and reprographics to medical assistance and broader administrative tasks.



The Student Services office is at the heart of our work, acting as a hub of support for students. This busy office is staffed by two full-time and four part-time team members, who are integral to ensuring students' needs are met efficiently and effectively. Together, we oversee key areas, including administration, reprographics, and the medical room, fostering a supportive and organised environment for all.

We pride ourselves on being a collaborative and forward-thinking team, embracing innovation and new working practices. Our ethos centres on mutual respect, personal support,



and friendly working relationships, which help us to thrive in a fast-paced and sometimes challenging environment.

We also take great pride in being the first point of contact for many students, staff, and families. From managing enquiries to coordinating resources and ensuring seamless communication.

As part of our commitment to excellence, we are always looking for individuals who share our passion for providing outstanding service. Whether working directly with students, supporting staff, or managing essential school functions, we aim to make a difference in the lives of everyone we work with.

We look forward to welcoming new members to our team and continuing our mission to provide the highest standards of administrative support across the school.

*"Murray Park School is a great place to work. If you are passionate about making a difference to the lives of young people, this is the place to be."*

Alfie Holland - Head of Year and Teacher of PE





# Job Advert

## Admin Assistant - Term Time only (39 weeks per year)

- Hours:** 27 hours per week (39 weeks/term time only). Hours are normally worked Monday & Thursday 8.00am - 4.00pm (excluding 30 minutes unpaid lunch), Tuesday, Wednesday and Friday 8.00am - 12.00pm.
- Salary:** NJC Points 7-8 : Salary £16,650.00 (actual salary pro-rata) **plus generous contributions into the LGPS scheme currently approx. 21%**
- Responsible to:** Office Manager

**Framework:** to work within the framework of the NJC pay and conditions (27 hours per week 39 weeks per year (term time only), current legislation and policies of the school.

Murray Park School is a rewarding and professionally stimulating place to work. Over the last 3 years we have undergone a journey of rapid improvement; moving from a Requires Improvement Ofsted grading to Good in September 2022, along with a Progress 8 improvement from -0.64 in 2019 to 0 in 2022, as well as now being over-subscribed.

The post is suitable for an experienced admin assistant to join a hardworking, forward thinking and supportive team. All staff receive a comprehensive induction programme.

### **The person appointed will have:**

- Experience of administration.
- Excellent organisation and administrative skills and be highly motivated, enthusiastic and dynamic.
- Relentlessly high standards.
- A commitment to continuous improvement of their own practice, irrelevant of job role, career stage or position.

### **Staff at Murray Park School benefit from:**

- A friendly and supportive working environment.
- A positive approach to flexible working for all staff.
- A Senior Leadership Team who prioritise staff well-being and consider this when launching any new systems or pedagogical approaches.
- A whole-school CPD package which includes professional development opportunities

### **How to Apply**

Apply online via My New Term or TES. Links to My New Term can be found on the school website: [Vacancies | Murray Park](#).

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# Roles and Responsibilities

## Duties as an Admin Assistant & Reception Support:

### Key Purpose:

To have a highly organised individual to join our team to provide effective and efficient administrative support service to the school. The successful candidate will work well under pressure, be able to work to strict deadlines and be highly motivated.

### Key Tasks:

- Responding to administrative tasks related to the input of data to monitor student progress and behaviour.
- Generate a range of reports as required by using the school's Management Information System.
- Covering Student Services reception duties including parental telephone calls.
- Providing support to Main Reception.
- Responding to administrative tasks related to pupil records, pupil database and pupil reports.
- Data Input using school's Management Information Systems (MIS).
- Dealing with enquires from parents and students via telephone, reception and letters and respond accordingly.
- Update the MIS system with FSM eligibility for students and deal with parent's queries around eligibility and renewing FSM
- Assisting First-Aiders in providing cover for the medical room including liaison with the school health team.
- Carrying out other pupil related issues such as uniform sales, lost property etc.
- Ensuring internal mail is distributed.
- Reproducing other forms used in Student Services, ensuring they are available for staff use.
- Liaising with primary schools for Year 6 information and collating data prior to September admission.
- Using various software packages to support teachers' needs in preparing Newsletters, Worksheets etc.
- Reprographics – document copying and other print related task to support teaching and learning.
- Typing letters and producing various mail merge documents.
- Assisting with students' timetable process.
- Producing class lists.
- Record keeping and filing.
- Placing and receiving orders and subsequent control of stocks.
- Preparing, organising and storing resources.
- Assisting in the organisation of school trips.
- Carry out any other administrative duties as requested by the Office Manager or Senior Administrator in Student Services.

The post-holder will be expected to carry out other tasks/duties as directed by their Line Manager that are commensurate with the responsibilities of a Admin Assistant - to work within the framework of the NJC pay and conditions (22.5 hours per week for 39 weeks per year term -time only) current legislation and policies of the school.

*"Ever since I started at Murray Park I have felt supported by all staff and welcome by everyone here, including the students. I am proud to work at Murray Park..."*

**Elise West - Teacher of Maths**



# Person Specification

	Essential	Desirable
<b>Experience</b>		
Experience in operation of administrative systems.	X	
Experience of working within a school environment.		X
<b>Qualifications</b>		
NVQ level 3 or equivalent qualification or experience in a relevant discipline.	X	
Recognised IT qualification.		X
Valid First Aid Certificate.		X
<b>Knowledge/Skills</b>		
Excellent communication and interpersonal skills.	X	
Good numeracy/literacy skills.	X	
Awareness of policies / codes of practice and legislation applicable to the position.		X
Good ICT skills including Microsoft packages.	X	
Knowledge of SIMS or similar management system.		X
Ability to work constructively as part of a team, understanding the school's roles and responsibilities, and your own position within these.	X	
Ability to relate well to children and to adults.	X	
Good organisation skills.	X	
Ability to prioritise effectively.	X	
Ability to work to tight deadlines.		X
<b>Personal Qualities</b>		
Accepts, supports and quickly implements change.	X	
Proactively seeks opportunities to increase job knowledge and understanding.		X
Works with others to resolve differences of opinion.		X
Requires minimum supervision.		X
Takes responsibility for own actions.	X	
Identifies and overcomes barriers.		X
Takes quick and effective action.	X	
Demonstrates focused implementation of role and responsibilities.	X	
Contributes to a team ethos where everyone feels valued.	X	
Is accountable for own development.	X	
Is of smart appearance.	X	
Be flexible in order to meet the variety of demands of the school.	X	

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*"No school day is ever the same. I love helping students achieve their best, in a positive environment working with staff and students who embrace challenges."*

**Lisa Clarke - Lead Cover Supervisor**





# MURRAY PARK SCHOOL

OUR MISSION: SUPPORTING STUDENTS IN GAINING A POSITIVE OUTLOOK,  
SHAPING THEIR FUTURES AND REACHING THEIR FULL POTENTIAL.

“PROUD TO BE HERE”



**Head Teacher:** Mrs N. Caley

**Address:** Murray Road, Mickleover, Derby, DE3 9LL

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**Web:** [www.murraypark.derby.sch.uk](http://www.murraypark.derby.sch.uk)

**Recruitment Email:** [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk)