

Recruitment Pack

Administration Assistant

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I believe that our greatest strength is the integrity and passion of all our staff.

Steve Evans
CEO Polaris Multi-Academy Trust

Welcome



Welcome to the Polaris Multi-Academy Trust

Polaris Multi-Academy Trust, where our guiding principle is inspired by the North Star. Just as Polaris has served as a beacon for explorers throughout history, our Trust is committed to guiding our schools, our people, and our children and young people towards excellence and purpose. Our mission is to create a culture that enables everyone in the Trust to be the best they can be, while celebrating the unique identity of each school as the foundation for success.

At Polaris, we value high expectations, honesty, compassion, and fairness. We foster curiosity and a love of learning, encouraging everyone to embrace new ideas and opportunities. Our vision is clear: everyone in the Trust will develop the confidence, resilience, and aspiration to reach their full potential. We provide a broad and balanced education that inspires future generations and instils a lifelong love of learning.

Our support structures are designed to empower school leaders and staff. From governance and school improvement to finance, HR, estates, IT, and catering, we deliver comprehensive services that reduce workload, enhance efficiency, and provide excellent service. We place strong relationships, transparency, and clarity at the heart of everything we do, ensuring that our resources are aligned with the needs of our schools.

We are also deeply committed to professional development and collaboration. Through CPD programmes, networking opportunities, and trust-wide initiatives, we invest in the growth of our staff and the continuous improvement of our schools. Our approach is research-informed and impact-driven, with a clear focus on succession planning and talent retention.

As we continue to grow, we do so with both care and ambition, ensuring our expansion strengthens sustainability, supports academic success and wellbeing, and enhances our strong regional presence and reputation.



Steve Evans

CEO Polaris Multi-Academy Trust



Polaris
Multi-Academy Trust



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***“Principles are
the basis for
developing a vision
and value system
for all.”***

Visions & Values

Our Mission

- To create a culture that enables everyone in the trust to be the best they can be
- To ensure that each school's unique DNA is used as a platform for the success of the children and young people we educate and care for

Our Vision

- Everyone in the trust has the confidence, resilience and aspiration to reach their potential

Our Values

- We have high expectations
- We are honest, compassionate and fair
- We are curious, we embrace learning and new ideas

The Polaris Family



Schools within the Polaris Multi-Academy Trust



Field Lane Primary
Rastrick



The Polaris Family



Our schools are located across West Yorkshire.

Staff from across the Trust can share expertise, practice, and resources because of the close proximity of each of our schools. Our schools are accessible from Junctions 24 and 25 of the M62, and is just 25 minutes from Leeds and 35 minutes from Manchester.



A photograph of three office workers in a hallway. On the left, a woman with long brown hair, wearing a black blazer over a leopard-print top and skirt, is pointing at a tablet. In the center, a woman with long blonde hair, wearing a grey blazer over a white collared shirt and a lanyard with a badge, is smiling. On the right, a man with a beard, wearing a blue checkered blazer, is looking towards the women. The background shows a wooden door and a grey wall.

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We have a happy workplace. The group of staff have moulded together well and we have fun while we are here.

Carole - Payroll Manager

What's it like to work for our Trust?

Our Trust has a reputation as an outstanding employer. This great reputation is built on the culture of support we offer our team. We have an outstanding induction programme, that will ensure that you make a great start to your career with us.

As well as the training highlighted above, our Trust offers apprenticeships in a wide range of areas of the business, from Site and Facility roles to Administration and Finance.

We work closely with Teaching School Hubs and other Initial Teacher Training providers to enable staff to train to teach. We always promote and provide opportunities for our staff to work together and collaborate. This commitment comes from our belief that we can all benefit from each other's experience and expertise, in turn this team approach helps ensure that you feel listened to, valued and supported.

We pride ourselves on staff wellbeing being at the centre of Trust and our School Leaders decision making, this why we work hard to ensure that staff know they are appreciated and rewarded for the excellent work they do.



What's it like to work for our Trust?

The Trust Central Team supports our schools and employees through the running of a high-quality services, designed to deliver you important information to your fingertips. This includes integrated payroll that enables you to view and store all your salary documents digitally on your phone. The Trust's HR support dovetails with this easy to reach approach, ensuring that if/when you need more advice and guidance, it's there for you when you need it.

The communities we serve have individual identities which reflect our vision for celebrating the uniqueness of each school in our Trust. Our schools have the autonomy to learn, explore and develop their practice, led by committed and highly skilled Heads of School. Alongside this autonomy, our schools are committed to collaboration and the sharing of resources and best practice.

The Polaris Multi Academy Trust is committed to recruiting staff who are passionate about providing every child and young person the opportunities and experiences, that give our children and young people the skills, knowledge and confidence to reach and go beyond their potential.





Our Benefits

and why they matter

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The CPD on offer at the Trust is second to none.

Johnny - Assistant Site Manager

The Polaris Multi-Academy Trust is a great place to work and we really hope you'll agree. In addition to your competitive salary and a talented team of colleagues to work alongside, we offer a wide range of benefits to save you money, keep you healthy and help you enjoy your time at work. You'll also find plenty of opportunities to develop and progress your career at the Polaris MAT. We strive to develop and promote our own. We encourage professional development and promote internal growth, but not just upwards. We want you to have the chances to move into broader roles across our Trust and into different areas.

Professional Development opportunities

We offer regular training and access to a range of internal and external programmes tailored to your learning throughout your career, including NPQs and other professionally accredited qualifications. There are opportunities for career progression with your home school or in other schools across the Trust as well as opportunities to move from our support team to a teaching role.



Professional Development
Opportunities



Opportunities for
Progression



Performance Management
Process

Benefits

Financial

We offer a competitive salary for both teaching and support staff, whereby pay progression is possible on an annual basis.

Access to and auto enrolment into a highly attractive pension plan for all staff.



Pension



Competitive Salary

Wellbeing

A generous holiday allowance for support staff and all our school calendars are designed to fit well with the 1265hrs allowance for teachers.

Training day events specifically designed to support staff wellbeing.

Staff feedback events designed to enable you to share how we can be even better at what we do.

Access to the cycle to work scheme.



Wellbeing



Flexible Working

Benefits

Facilities

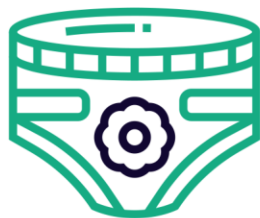
We have great school buildings with well-maintained and modern facilities.

On-site catering with great food, reasonably priced for staff.

Free car parking at every school.

Access to the fantastic Rastrick High School gym on weeknights.

Preferential access and a discounted rate to the outstanding Smarties Nursery based in Rastrick.



Discounted Nursery



On-site Gym



On-site Parking



On-site Catering



Modern Facilities

Benefits

Rewards & Recognition



YouStar is the home of employee benefits, to recognise and reward our staff. With access via the app, staff can save or say "thank you" on the go.

Save money with exclusive employee discounts

The **SmartSpending™** app gives staff access to YouStar discounts and offers on the go. Browse the deals of the week and top offers to see what's available, or search by retailer or category to find the retailers and discounts you're looking for. Staff can also click the star at the top of any retailer page on the app to make them your 'favourite,' then you'll be notified when they go on special promotion.



Sometimes recognition just can't wait!

Through **Connect+** app staff are able to say "thank you" or recognise a colleague for a job well done, anytime and anywhere.

Job Description

Job Title	Administration Assistant
Reporting To	Administration Manager
Scale / Salary Range / Contract	NJC point 5-6 - £25,583 - £25,989 full time equivalent (FTE). The actual salary will be £22,926.30 - £23,290.14 based on working 37 hours term time only including training days, plus 10 days.

BASIC JOB PURPOSE

- To support the delivery of an efficient, professional and effective central (general) administration service across the school.
- Undertake reception duties, greeting visitors and handling face-to-face enquiries.
- Control and monitor entry to the school including the visitor signing in system and safeguarding issues.
- Handling telephone enquiries, transferring calls, taking messages where appropriate and following up with relevant staff.
- Ensure efficient, accurate and timely communication links for parents / carers, staff and other interested parties.
- Cover first aid duties along with a wide variety of matters including contact with pupils, staff and parents / carers and extensive use of SIMS and related software.
- Ensure administrative needs relating to whole school administration, reception and pupil services are met.

MAIN RESPONSIBILITIES

1	Reception duties, welcoming visitors to school, attending to students coming into and leaving school out of normal hours.
2	Handling Switchboard, dealing with enquiries from a large range of callers including parents, ensuring all calls are answered quickly and dealt with efficiently, routing enquiries to the correct person or department whilst maintaining a polite and professional manner.
3	Dealing with student absence, accurately updating school records to record the absences and contacting parents for further information working within a tight timescale.
4	Support student services, dealing with queries from students and administering first aid.
5	Supporting the reprographics service by designing materials and producing resources to a high standard. This includes scanning, laminating, binding and printing documents
6	Provide administrative support e.g. photocopying, filing, production of teaching resources, displays, attendance, data, completion of standard forms, respond to correspondence, collation and distribution of material
7	Administration of school visits including producing lists/information/ data as required.
8	Deal with all aspects of mail including internal, external and electronic.
9	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.

Job Description

Other Specific Duties:

- The Trust Central team are located on site at the Polaris Multi Academy Trust Offices. There will be a requirement for multi-site working at academy / school level, based on the needs of the Trust and requirements of the role.
- To attend team meetings and staff meetings and maintain confidentiality inside and outside the workplace.
- To continue personal and professional development as required.
- To actively engage in the performance review process.
- All support staff may be used to perform appropriate duties as and when required by the Trust, commensurate with the salary grade of that post if it is higher than the employee's current salary.
- To work in the best interests of the Trust, its pupils, parents and staff.
- To adhere to the Trust's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Trust to reflect or anticipate changes in the job commensurate with the grade and job title and/or Trust.

Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> • GCSE or equivalent in English and Maths. • Good literacy and numeracy skills • experience of administration and working in a similar environment 	<ul style="list-style-type: none"> • Qualifications relating to Administration. • SIMS Training. • First Aid Training
Knowledge & Understanding	<ul style="list-style-type: none"> • Good working knowledge of MS Office, including Word, Excel, Publisher and PowerPoint 	<ul style="list-style-type: none"> • understanding of Safeguarding and Child Protection issues
Skills & Abilities	<ul style="list-style-type: none"> • Good standard of ICT skills • work as an effective team member and apply given instructions • able to apply written and verbal instructions to equipment • able to accurately input information onto databases • able to organise, plan and complete tasks • confident in working in a school environment, around children and young people • high personal standards and able to provide a role model for students and staff • seek support and advice when necessary 	<ul style="list-style-type: none"> • willingness to develop own understanding through advice and training • ability to think clearly in emergency situations
Personal Qualities	<ul style="list-style-type: none"> • an excellent record of attendance and punctuality • ability to prioritise and manage own time effectively • respect confidentiality • reliability, integrity and stamina • strong team player 	