



St Martins School

Applicant Information Pack

**Administration
Assistant with
Reception**



'Every Individual is in a great school'



Letter from the Headteacher

Dear Applicant,

Thank you for the interest you have shown in our school.

St Martins School is a very special place. We deliver child-centred, individually tailored education because of our small size and unique position in our community. This family ethos surrounds all who work and study here, creating a safe, supportive and nurturing environment. Our recent Ofsted inspection described us as “a small school with a big heart” and commented on the fact that “senior leaders have high aspirations for every pupil and have created an ambitious curriculum to meet these high expectations.” The pupils build trusting relationships with staff, based on mutual respect from nursery to year 11 and feel happy, valued and safe.

I very much hope that after reading the information below you will feel that you want to play your part in securing the very best education for the students of St Martins.

The following ethos is a commitment shared by staff and governors. We will:

- Recognise and foster academic ability so that individual excellence can be achieved
- Deliver the highest quality teaching, enabling children to maximise their potential throughout their learning journey 3-16
- Create a family ethos of safety, support and nurture where respect for each other is a given
- Create an inclusive environment where children of all abilities and backgrounds make a positive contribution to school life and the wider community
- Encourage children to think independently and make informed decisions enabling them to have high aspirations about their future
- Work with children and families in constantly reviewing progress and supporting differing developmental needs

This is an incredibly exciting time as we further develop and maximise the value of being an all through school through the new pastoral system, school house structure and offer the very best transition and personal development for students.

Alison Pope, Headteacher



St Martins School

Selfless ❖ Self-assured ❖ Successful

About our School

About Us

Despite the fact that North West Shropshire is a rural area, our school has excellent road links and is easily accessible to many towns and cities. Some staff live in the surrounding countryside while others take advantage of the fact that historic urban areas such as Shrewsbury, Wrexham and Chester are in comfortable commuting distance. Oswestry, a thriving market town, is five miles from the school. The area offers a wide variety of attractive housing at prices which compare favourably with other parts of the country.



Facilities

The school has undergone a transformation over the last few years. This year we have been excited to open our new purpose built technology block and we continue to plan for our new recreation centre, including a 3G football pitch and community fields

Vision

Our vision is to ensure that St Martins School continues to be recognised as having a caring, nurturing environment and continues to be one of the most oversubscribed schools in the area. We promote a positive growth mindset, lifelong learning and we encourage everyone within our wider community to have a love of learning.



Our curriculum is designed to broaden our children's horizons, widen their cultural capital and empower them to be curious about the world around them. We firmly believe that reading is the 'master skill'. We aim to provide young people with the experiences they need to develop into confident individuals and responsible citizens who are equipped with the skills to meet the ever changing demands of 21st century life in modern Britain and be ready for the next stage of their education. We aim to foster partnerships with our parents and members of the wider community to develop and promote a learning community. The school is a highly valued and effective resource for our community.

As an all through school we are able to utilise teaching and learning expertise across every phase which enables:

- Sharing examples of good pedagogy between phases
- Enhancing continuity between the phases
- Developing an all through school ethos

◆elfless

◆elf Assured

◆uccessful

About our Trust



The 3-18 Education Trust is currently made up of nine schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



The 3-18 Trust: What We Offer

The 3-18 Education Trust is a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students. Our Schools serve their communities of small villages and the larger towns throughout Shropshire.

Hours & Working Weeks

Work-life balance is important in our Trust. Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:

✓ **Unbeatable Pension Scheme**

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

✓ **Holiday**

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays – and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

✓ **Saving Scheme**

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

✓ **Support for you and your family**

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

✓ **Your wellbeing**

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24 hour access for you and your family members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ **Online GP Service**

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ **We've always got you covered**

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ **Cycle to work scheme**

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ **Home and Electronics Scheme**

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ **Awards for long service**

We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ **Career Progression**

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ **Additional Perks**

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free.

Job Description: Administrator with reception



Title of Post	Administration with reception
Post Status	24 hrs/wk, plus 1 week during the school holidays
Salary/TLR/ Allowance	Grade 5, Point 5
Reporting to	P.A. to the Head of School

Purpose of post

The postholder will be responsible Administration within the school, to provide a range of administrative support services, as a member of the Administration Team, to ensure the efficient and effective day-to-day running of the School.

As the first point of contact at the School, and with the emphasis on customer service and care, the postholder will be required to provide effective and efficient operation of the School's phone system answering and directing incoming calls, taking messages for unavailable staff, forwarding messages and placing outside calls; deal with external and internal enquiries, either via the phone or at Reception and welcome visitors to the School; working flexibly across a range of functions.

Additionally the postholder will oversee the lost property office and undertake student facing 'helpdesk' functions as an essential member of the Administrative Team.

Core Responsibility

- Responding to telephone/email enquiries from parents and public. Ensure all queries are dealt with effectively, sensitively and confidentially, taking the initiative to identify and handle issues that arise on behalf of the leadership team and others.
- Welcoming visitors to the school and follow the schools' Child Protection procedures for all visitors
- Maintain DBS checks on the signing in system, ensuring changes are communicated to all relevant staff
- Receiving parcels and deliveries; franking outgoing post and arranging special deliveries when necessary.
- Be responsible for the distribution of incoming post to subject departments and individuals, as well as the despatch of outgoing post; provide administrative support to the school
- Work with Attendance Administrator to update school data base (Arbor) as required, covering for absence when appropriate
- Deal with the safe storage and/or return of lost, found or confiscated student property.
- Manage and send whole school/year group/class messages
- Communicate to the wider team via the radio and other means i.e. premises, IT, SLT
- Work with the school nursing team to organise and supervise vaccinations programmes
- Provide first aid to students when required
- Maintaining student files and archiving

General Administrator Responsibilities

- Support the Admin Office team in carrying out the day-to-day administrative requirements of the Senior Leadership Team and teaching staff.
- Administrative duties such as producing letter, emails, photocopying, filing, etc.
- To understand GDPR and Confidentiality.
- To be flexible and highly organised.
- To work to deadlines in a calm and confident manner when under pressure.
- To use ARBOR on a daily basis for school administration.
- To use all other school database facilities in order to carry out various tasks (e.g. parentpay).

Organisation & Supervisory Tasks

- Demonstrate and assist in the safe and effective use of specialist equipment / materials.
- Provide specialist advice and guidance as required.
- Organise and participate in the organisation and movement of furniture within the building.
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Headteacher.

Other Responsibilities

- 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.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

CEO signature:

Date:

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Postholder's signature:

Date:



Person Specification

Criteria	Essential	Desirable
Qualifications and relevant experience	<ul style="list-style-type: none"> • Good level of GCSE (or equivalent) education including English and Maths • Successful experience of working in a busy administration position. • First Aid qualification or willingness to complete the training. 	
Knowledge and understanding	<ul style="list-style-type: none"> • Good general clerical / administrative work. • Ability to maintain confidentiality. • Good IT skills including Microsoft Word and Excel. 	<ul style="list-style-type: none"> • Experience of working in an educational setting or other relevant environment.
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> • Excellent communication skills. • Ability to relate well to both children and adults. • The ability to work successfully with colleagues from across the through school. • Excellent ICT skills including Microsoft Office. 	
Personal Qualities	<ul style="list-style-type: none"> • The passionate belief and determination that all students are capable of success. • Be a team payer who is able to adapt and play an active part in the journey of St Martins School. • Flexibility, empathy and a sense of humour. • The ability to build positive relationships with students and the wider community, from all backgrounds. • Indefatigable energy and resilience. 	

Special Conditions

- Sufficiently fluent in spoken English to ensure effective performance in the role
- Able to work at times to meet the needs of the service
- Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check
- Understanding the importance of safeguarding and promoting the welfare of children.

Application & Appointment Process

Applications will be made via mynewterm and will not be accepted in any other format

<https://mynewterm.com/candidate-login>.

Please complete your application as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post.

To arrange an informal conversation or to find out more about this role, please contact Clare Ellis at clare.ellis@stm.318education.co.uk to arrange a conversation.

The deadline for applications is 3 p.m. 7 May 2026

Interviews will be held soon after

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

Please note:

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description. If we have received applications that best match the person specification we may bring the closing date for applications forward.

Important Notes:

- Please complete all elements of the application form, incomplete forms will not be put through shortlisting.
- CVs are not accepted.
- The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check.
- This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). Guidance on disclosing convictions can be found on the [Ministry of Justice website](#).
- Under the Immigration Act 2016, candidates for customer-facing roles must meet the necessary standard of spoken English.
- It is an offence to apply if barred from engaging in regulated activity relevant to children.
- Employment is subject to medical fitness, satisfactory references, right to work in the UK, and an Enhanced DBS check. Online checks will be carried out on successful applicants.

