



Nursery Admissions & Enrolment Officer



Dear Applicant,

Thank you for taking the time to explore this opportunity with us at Endeavour Learning Trust.

Finding the right place to work means discovering somewhere you feel you truly belong. As you read through this pack, I hope you get a sense of what makes our Trust special: a community of people who care deeply about one another, about the children and families we serve, and about doing this work in a way that feels human, respectful, and full of purpose.

At Endeavour, we are proud of the diversity across our schools. We want people to feel they belong here and to bring their whole selves to work, with all their individuality, experience, and perspective. We believe that approach strengthens us as a Trust and enriches the lives of our children and young people.

We are a growing family of schools across the North West. Each school has its own identity and context, and that matters to us. What connects us is a shared commitment to inclusion, kindness, and ambition for every child. We believe deeply that education should recognise each child as an individual. Every child matters, every colleague matters, and every school matters.

Collaboration sits at the heart of how we work, but it is grounded in trust and respect rather than uniformity. It is about supporting one another, learning together, and knowing you are part of something bigger. Just as importantly, we place real emphasis on looking after our people. We want every colleague to feel supported, trusted, and able to grow both professionally and personally.

If you are someone who wants to make a difference, values community, and is looking for a place where you can be yourself and continue to grow, I hope you will feel at home here.

Thank you again for your interest in joining us. We look forward to receiving your application.

Warmest regards,

A handwritten signature in black ink, appearing to read 'DCL', with a stylized flourish at the end.

David Clayton
Chief Executive
Endeavour Learning Trust

Endeavour Learning Trust's Mission and Values

We will serve our communities to ensure that every child realises their potential

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

Our Values

Individuality

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

People centred

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

Belonging

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

Transformation

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

Togetherness

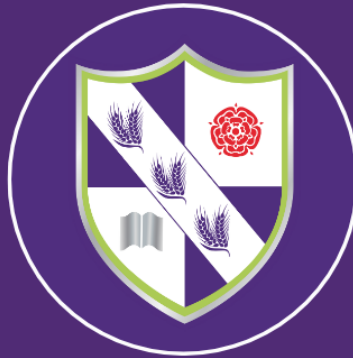
We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.



LINAKER PRIMARY SCHOOL



CHURCHTOWN PRIMARY SCHOOL



TARLETON ACADEMY



NORTHBROOK PRIMARY ACADEMY



WOODLEA JUNIOR SCHOOL



ENDEAVOUR LEARNING TRUST



ORMSKIRK SCHOOL



BURCOUGH PRIORY ACADEMY



WELLFIELD ACADEMY



STRIKE LANE PRIMARY SCHOOL



BRINDLE GREGSON LANE PRIMARY

Why join Endeavour?



Fantastic pension schemes:
Teachers Pension Scheme and
Local Government Pension
Scheme



Access to 24/7 SAS
Health & Wellbeing service.
Counselling, Physiotherapy,
Private Medical and more



Free membership with
Vivup Employee Benefits,
Lifestyle Savings & Cycle to
Work Scheme



Automatic pay progression for
both Teaching and Support staff
in line with their grading
structure



Excellent CPD Offer for all
colleagues to truly support each
stage of your professional
development



Our Trust values guide
everything we do, creating
purpose and a supportive
workplace.



Term time only contracts
OR 26 days annual leave
PLUS bank holidays. 32 days
following 5 years' service



We honour continuous service
with other local authorities or
multi academy trust



Access to our Learning
Management System and
flexibility around CPD to allow
you to learn at your own pace

Dear Applicant,

Thank you for your interest in the position of Nursery Admissions & Enrolment Officer at Churchtown Primary School.

I am delighted to send you the enclosed information about our school. I hope you will find it helpful and on behalf of the whole school community, we would like to take this opportunity to extend a very warm welcome.

Churchtown Primary is part of Endeavour Learning Trust and has thrived as part of a successful family of schools. Our children are hardworking, enthusiastic and keen to work with their teachers and the support staff to get the very best out of each and every day at school.

Ours is a happy school; we work together for the good of the team and we are a team where everyone is valued as an individual. In our school we have high expectations but also a pragmatic emphasis on challenge and support. This counts for children and staff, teaching and non-teaching, everyone wants the best for everyone else.

In our team, our staff are committed to improving the experience of our children with a genuine desire to help them become the best person they can be. They are wholly optimistic and driven to making the school the very best it can be. Underpinning all we do is a commitment to developing the children in our school to become kind, well rounded and confident learners. We want to develop young people who believe in, and have the skills, to realise their own worth and potential.

The Trustees and our Local Academy Council are extremely proud of the school's journey and successes to date. We are committed to promoting an ethos and culture of high aspiration and celebration, whilst providing a friendly and inclusive environment underpinned by a pastoral care system that values every member of the school community.

At the core of these roles lie curriculum and teaching and learning. The successful candidates will have experience of leading a broad, balanced and inspiring curriculum and high quality teaching and learning. Most important to this end is a genuine sense of collaborative effort. The impact of the curriculum will be evidenced through the analysis of student performance and outcomes.

If you would like to visit us or if you would like to discuss any aspect of this post further, please do not hesitate to contact us.

Yours faithfully,

Mrs Jinnie Payne
Headteacher

Nursery Admissions & Enrolment Officer
Part time, Permanent & Term time plus 4 weeks
Grade 4 SCP 4-6
FTE £25,185 - £25,989
Pro Rata £13,358.57 - £13,785.03
Required ASAP

Are you highly organised, personable and passionate about early years? Do you thrive in a fast-paced environment where no two days are the same? We are seeking an enthusiastic and proactive **Nursery Enrolment Officer** to join our wonderful team and play a key role in growing and maintaining the incredible reputation of our thriving nursery provision.

Based within our dedicated Early Years building, our nursery comprises **Snowdrops (2-Year-Old Provision)** and **Buttercups (3-4 Year-Old Provision)**, where children flourish in a nurturing, inspiring and high-quality learning environment.

This is a unique and varied role that combines **administration, customer service, forecasting and finance** making it ideal for someone who enjoys both strategic planning and day-to-day organisation.

About the Role

As our Nursery Enrolment Officer, you will be the welcoming face of our nursery provision and play a vital role in supporting families throughout their nursery journey. You will oversee all nursery administration and admissions processes while ensuring our provision continues to grow sustainably and successfully.

What we're looking for

- Exceptionally organised with strong attention to detail
- Warm, approachable and confident communicating with parents and young children
- Proactive and able to manage competing priorities independently
- Financially aware and confident working with figures, forecasting and budgeting
- Comfortable using administrative systems and technology
- Professional, discreet and able to manage confidential information sensitively
- Passionate about providing exceptional customer service and maintaining a positive reputation
- Experienced in social media or marketing (desirable)

The successful candidate will be responsible for effectively forecasting nursery occupancy **1-2 years in advance**, helping to determine availability, manage waiting lists and ensure the nursery remains financially sustainable whilst operating within staffing ratios.

Experience within an educational, nursery or early years environment would be advantageous, although not essential.

This role is part time, permanent and term time plus 4 weeks. We are happy to accommodate a flexible working pattern across 3-4 days per week – Working 21 hours.

To apply, please complete our online application form and include a personal statement to support your application and outline the relevant skills and experience you can bring to Churchtown Primary School.

Applications must be submitted by 9:00am on Friday 26th June 2026.

Interviews are to be confirmed.

For any further information, please feel free to get in touch with our Operations Manager, Claire via c.pearce@churchtown.org.uk

SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.



Main Duties and Responsibilities

- To provide first-class customer service and act as a professional ambassador for the school and nursery.
- To provide general administrative support as required, including reception duties, filing, post handling, word processing, telephone duties, data entry, database management and other tasks within the scope of the pay grade.
- To ensure the provision of a pleasant, efficient and professional reception service as the first point of contact for parents, pupils, prospective families and visitors, in line with the school's safeguarding procedures, including the signing in and out of visitors and issuing visitor badges.
- To ensure that the school's front of house presents a smart, welcoming and professional image at all times, including maintaining the appearance of the general office, reception areas, parent meeting rooms, foyers, medical room and entrance areas.
- To deal with enquiries and provide information and advice about the school, nursery and school activities to parents, carers, pupils and visitors, in person, by telephone and by email.
- To answer telephone calls courteously, confidently and sensitively, exercising initiative where appropriate and ensuring accurate messages are taken and forwarded promptly.
- To host engaging nursery tours for prospective families, showcasing the nursery provision and supporting the promotion of the school and nursery.
- To build and maintain positive relationships with parents, carers and children from initial enquiry through to enrolment and beyond.
- To manage nursery admissions processes, including responding to enquiries, producing contracts and admissions documentation, processing enrolments and maintaining accurate records.
- To support administration relating to in-year admissions, pupil photographs and transition arrangements across the school and nursery.
- To provide administrative support for school staff and identified areas of the school, including curriculum, pastoral and nursery provision.
- To manage the day-to-day administration of the nursery, ensuring all records and documentation are accurate, compliant and up to date.
- To maintain and update pupil and nursery records using school and nursery management information systems, including SIMS, Arbor, Ovivio and other databases, ensuring that medical, personal and attendance information is accurate and current.
- To use nursery management systems to manage attendance patterns, enrolment information, invoicing and reporting requirements.
- To liaise with Sefton Council regarding nursery funding, headcounts and funding claims, ensuring compliance with local authority requirements and deadlines.
- To support the forecasting of nursery occupancy, admissions and income, maintaining accurate projections to support planning, sustainability and budget management.
- To work closely with school and nursery leaders to ensure places are allocated effectively whilst operating within statutory staffing ratios and organisational requirements.

- To support budget forecasting activities and contribute to maintaining the financial sustainability and profitability of the nursery provision.
- To regularly update and distribute communications to parents and carers, including letters, emails, parent messaging systems, ParentPay, ParentApp and other communication platforms.
- To support the administration and communication of after-school clubs, wraparound care provision, parents' evenings, educational visits and school trips.
- To assist with the promotion and marketing of the school, nursery and wraparound provision, including maintaining promotional materials and supporting the use of social media and other communication channels.
- To support the reprographics function through photocopying, printing, collation and preparation of materials as required.
- To ensure incoming and outgoing post is received, processed and distributed promptly and accurately.
- To lead on the production, maintenance and standardisation of school and nursery forms and administrative documentation.
- To organise refreshments and hospitality arrangements for meetings and events as required.
- To assist with the organisation and administration of school and nursery events.
- To provide flexible administrative support and cover within the main school office and reception areas as required.
- To undertake any other duties commensurate with the grade of the post as reasonably required by the Headteacher or School Business Manager.
- To maintain adequate stocks of office supplies and first aid equipment, ensuring first aid boxes are regularly checked, recorded and replenished as required.
- To support the school's first aid and welfare procedures, including maintaining accident and incident records, monitoring trends, maintaining first aid rotas, contacting parents/carers regarding sick or injured pupils, and ensuring appropriate reporting procedures are followed.
- To produce and maintain a range of documents, databases and communication records using Microsoft Office applications, School Comms and other school systems.
- To undertake shared administrative duties and provide cover for colleagues during periods of absence, as required.
- To attend training and professional development activities as required.
- To take reasonable care for the health, safety and welfare of themselves and others, complying with all Trust and school health and safety policies and reporting concerns appropriately.
- To work in accordance with Trust policies, procedures, values and objectives, contributing to a positive learning environment and upholding safeguarding and child protection requirements at all times.
- Undertake any other duties reasonably requested by the Headteacher

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

PERSON SPECIFICATION

	KEY CRITERIA	Essential (E)/ Desirable (D)
QUALIFICATIONS	GCSE's (or equivalent) in English and Mathematics	E
	DBS Clearance	E
EXPERIENCE AND KNOWLEDGE	Experience of working with or caring for children of relevant age	D
	Experience of working with students with medical needs	D
	Experience of working in a school environment	D
	Experience of administrative work	D
SKILLS AND ATTRIBUTES	Ability to relate well to young people	E
	Ability to form effective and appropriate working relationships/boundaries with young people	E
	Capable of working effectively as a member of a team	E
	Excellent oral and written communication skills	E
	Time management skills	E
	Ability to prioritise conflicting demands and manage own workload effectively	E
	Ability to work accurately under pressure and to tight deadlines	E
	Efficient, meticulous and well organised	E
	Knowledge of concept of confidentiality	E
	Standard office practices and procedures	E
	Accuracy and attention to detail incorporating good numeracy and literacy and IT skills	E
	Adaptable with a flexible approach to work	E
	Maintain effective working relationships with school, staff and students and those encountered in the course of work	E
	Communicate with the public in a courteous and professional manner in writing, by telephone and in person	E
	Respond rapidly and accurately to situations	E
	Able to use own initiative and work independently with general supervision	E
	Understand and carry out written and oral instructions	E
	Operate a computer and other standard office equipment	E
	Possess cultural awareness and sensitivity	E
	Ability to deal with confidential matters in a professional manner and to maintain confidentiality	E
OTHER	Clearance through the Disclosure and Barring Service	E
	Compliance and adherence to the documents 'Keeping Children Safe in Education', 'Guidance for Safer Working Practice' & 'Guidance for Conduct'	E

