

A great place to work

Candidate Pack



**Elmridge
Primary School**

BRIGHT FUTURES EDUCATIONAL TRUST

Admin Assistant

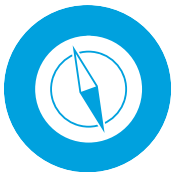
Bright Futures



Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: 'the best for everyone, the best from everyone'. We are an organisation that is underpinned by values of: Leadership, Integrity, Passion, Community, Equality and Resilience.

In everything we do, we remember that we are accountable to the children, families, and communities that we serve.

Leadership



Integrity



Passion



Community



Equality



Resilience



Acre Hall Primary School
BRIGHT FUTURES EDUCATIONAL TRUST



Altrincham Grammar School for Girls
BRIGHT FUTURES EDUCATIONAL TRUST



Barton Clough Primary School
BRIGHT FUTURES EDUCATIONAL TRUST



Cedar Mount Academy
BRIGHT FUTURES EDUCATIONAL TRUST



Elmridge Primary School
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Lime Tree Primary Academy
BRIGHT FUTURES EDUCATIONAL TRUST



Melland High School
BRIGHT FUTURES EDUCATIONAL TRUST



Marton Primary Academy and Nursery
BRIGHT FUTURES EDUCATIONAL TRUST



Rushbrook Primary Academy
BRIGHT FUTURES EDUCATIONAL TRUST



The Orchards
BRIGHT FUTURES EDUCATIONAL TRUST



Stanley Grove Primary Academy
BRIGHT FUTURES EDUCATIONAL TRUST

Our schools have their own identities, form one organisation and have one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: [About Us - Bright Futures Educational Trust \(bright-futures.co.uk\)](http://bright-futures.co.uk)

The Central Team includes the Executive Team: Lisa Fathers, CEO; Anna Sharpley, Chief Finance & Operations Officer; Sarah Schollar, Director of Education and Jayne Carmichael, Director of Professional Learning & Partnerships.

The focus of these roles is to work with schools, providing high-quality and timely guidance, leadership, challenge, and support. In addition to the Executive Team, we have central operations for finance, communications and marketing, HR, educational psychology, and digital technologies. Please see our website brochure which explains our central operations: [Why-Join-Bright-Futures](#)

Professional Development Institute

Bright Futures Professional Development Institute is another important outward-facing component of our organisation.

Underneath this umbrella we have several hubs. [Bright Futures Training](#), which provides school improvement services and CPD to over 700 schools, a North West Maths' Hub [NW1 Maths Hub](#), providing mathematics training and coaching to 500 schools, and a SCITT (School Centred Initial Teacher Training) [Bright Futures SCITT](#), which is the largest in the North West. Within the Development Institute, Bright Futures also has two [Teaching School Hubs](#), serving Manchester, Stockport, Salford, and Trafford. [Bright Futures SEND Outreach](#) is another service which we provide across the North West. We have also have an Early Years Stronger Practice Hub working across the North West [Bright Futures Early Years Hub](#).



Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy](#).

Elmridge Vision and Values

Vision

"Unlocking potential, inspiring success, celebrating diversity"

Elmridge strives to ensure that all its pupils meet their full academic, social, emotional and physical potential through building solid foundations during this first chapter of their lifelong learning journey.

Our goal is to develop confident, understanding, global citizens with a love of learning and respect for each other and the world around them.

Values

At Elmridge, every individual is valued for who they are and what they contribute to the school. Values are intended to support the personal, social, spiritual and academic development of every pupil throughout the school. Reinforcing strong, relevant values will help pupils achieve their goals and become good citizens in the future.

At Elmridge our values are: Collaboration, Compassion and Challenge.

Our school is a fantastic place to work, going from strength to strength, and we are ambitious about our next steps. We are a team of staff and pupils who are working together relentlessly to ensure a strong education for our pupils. You will benefit from supportive colleagues, a strong leadership team with a range of experience, a supportive Trust, engaged parents and students; and a very warm and welcoming school.

We are open, supportive and flexible with high-quality CPD opportunities through our Teaching School Hubs and Professional Development Institute where we are able to harness the very practice.



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Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, and treated fairly and with dignity and respect. Please see the Equality, Diversity, and Inclusion statement on our [website](#).

Terms and Conditions

Salary	Bright Futures NJC Grade 3 - (£25,185 - £25,989), Actual: £12,997.00 - £14,523.00 Annually
Contract	Permanent, 21.75 hours per week (0.6 FTE), 39 weeks per year This post is offered on a part-time basis initially, with the potential to become a full-time role in the future.
Pension	Local Government Pension Scheme
Location	Elmridge Primary School, Wilton Drive, Hale Barns, WA15 0JF
Other	We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions. We also offer opportunities for professional development.



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A Great Place to Lead

At Bright Futures we offer endless opportunities to lead:

- Leadership coaching
- National Professional Qualifications (NPQ) and Early Career Framework (ECF) facilitation
- System leaders e.g., National Leaders of Education (NLEs)/Specialist Leaders of Education (SLEs)
- Involvement with school-to-school reviews
- Mentoring Early Career Teachers and trainee teachers
- Networks



How to apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equality and diversity.

Our application form is available online, along with the disclosure of criminal background form. The portal link is: <https://mynewterm.com/school/Elmridge-Primary-School/138654>

Alternatively, you can click Apply Now on this role via the current vacancies page of our website.

Closing date: Wednesday 9 September 2026

Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Data Privacy

You can read the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: [Applicant Privacy Notice](#).

Job Description



Elmridge Primary School
Admin Assistant

Bright Futures NJC Grade 3 - (£25,185 - £25,989), Actual: £12,997.00 - £14,523.00 Annually

The Admin Assistant plays a key role in the efficient day-to-day operation of the school office, providing a professional, welcoming and effective service to pupils, parents, staff, visitors and external agencies.

The post holder will support the administration of attendance, admissions, communications and financial processes, ensuring compliance with safeguarding, data protection and school procedures. The role will also contribute to maintaining and growing pupil numbers through effective admissions management, engagement with prospective families and promotion of the school.

Key responsibilities:

Reception and Customer Service

- Act as the first point of contact for pupils, parents, visitors and staff, providing a professional and welcoming service.
- Manage telephone, email and face-to-face enquiries efficiently and courteously.
- Ensure visitors are signed in and out in accordance with safeguarding and security procedures.
- Arrange meetings and appointments using the shared school diary.
- Organise school tours and visits for prospective families.
- Process incoming and outgoing mail and deliveries.
- Maintain a professional and welcoming reception environment.

Admissions, Attendance and Pupil Administration

- Lead on nursery admissions and enquiries, ensuring applications are processed promptly and records are maintained accurately.
- Maintain and monitor records of prospective families, ensuring timely communication and follow-up to maximise admissions.
- Track admissions enquiries and provide information to support pupil recruitment and retention.
- Maintain accurate pupil records using Bromcom, including admissions, attendance and leavers' data.
- Monitor daily attendance and absence information, following up concerns in line with school procedures.
- Contact parents regarding pupil absence and maintain accurate communication records.
- Maintain records of pupils arriving late or leaving during the school day using the Visipoint system.
- Produce attendance and pupil data reports as required.
- Support pupil admissions, transitions and onboarding processes.

Communication and Marketing

- Support communication with parents through MCAS, email, text messaging and other communication systems.
- Prepare and distribute school communications, including newsletters, letters and notices.
- Update the school website, social media platforms, notice boards and other communication channels.

Job Description



- Promote the school through marketing and community engagement activities designed to increase pupil numbers and raise the school's profile.
- Ensure prospective families receive timely follow-up following visits, enquiries and events.
- Maintain accurate filing and records in line with GDPR requirements.

Administrative Support

- Provide general administrative support including photocopying, filing, data entry, scanning, word processing and preparation of reports and documentation.
- Assist with the completion of statutory returns, census submissions and other administrative processes.
- Monitor and replenish office supplies and resources.
- Support the ordering of goods and services in line with school procedures.

Financial Administration

- Support the administration of ParentPay and other school payment systems.
- Record and monitor payments for trips, clubs and other school activities.
- Monitor outstanding balances and follow up unpaid accounts in line with school procedures.
- Maintain accurate records of communications regarding arrears and escalate concerns where required.
- Support the recovery of outstanding income and assist with routine financial administration.
- Process orders and financial documentation in accordance with Trust procedures.

Safeguarding, Compliance and School Support

- Always promote and safeguard the welfare of children and young people.
- Comply with school policies relating to safeguarding, health and safety, equality, confidentiality and data protection.
- Maintain strict confidentiality regarding pupils, families and staff.
- Attend relevant training, meetings and professional development activities.
- Support school events and activities as required.
- Work collaboratively with colleagues, parents, governors, trustees and external agencies.
- Undertake any other duties commensurate with the grade and responsibilities of the post.

What We Are Looking For

We are seeking a highly organised, proactive and customer-focused individual who enjoys working with people and takes pride in delivering an excellent service. The successful candidate will be the welcoming face of the school, capable of managing a varied workload with professionalism, discretion and attention to detail. They will play an important role in supporting the smooth running of the school while helping to attract and retain families through excellent communication, admissions administration and customer care.

Person Specification



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Category	Essential	Desirable	Means of Identification
Qualifications, Education, Training	- GCSE Grade 4/C or above (or equivalent) in English and Mathematics. - Good IT skills, including Microsoft Office applications.	- Business Administration qualification or equivalent. - First Aid qualification. - Relevant administrative training within an educational setting.	Application Certificates
Relevant Experience	- Experience working in a busy administrative or office environment. - Experience dealing with members of the public both face-to-face and by telephone. - Experience using computerised information systems. - Experience maintaining accurate records and handling confidential information.	- Experience working within a school or educational setting. - Experience using Bromcom, SIMS or a similar management information system. - Experience of attendance, admissions or pupil administration. - Experience of financial administration and online payment systems such as ParentPay. - Experience of pupil recruitment, customer service, community engagement or marketing activities.	Application Interview Tasks References

Category	Essential	Desirable	Means of Identification
Knowledge and Understanding	• Understanding of effective customer service. • Understanding of confidentiality, GDPR and data protection requirements. • Awareness of safeguarding responsibilities in a school environment. • Understanding of the importance of accurate record keeping.	• Knowledge of school attendance procedures. • Knowledge of nursery and primary admissions processes. • Understanding of school administration systems and procedures. • Understanding of the importance of pupil recruitment and retention.	Application Certificates
Skills & Abilities	• Excellent verbal and written communication skills. • Strong organisational and time-management skills. • Ability to prioritise workload and meet competing deadlines. • High levels of accuracy and attention to detail. • Ability to work independently and as part of a team. • Professional, calm and resilient approach when dealing with challenging situations. • Ability to build positive relationships with current and prospective families. • Confidence in promoting the school and communicating its values and strengths effectively.		Application Interview Tasks References
Safeguarding	• Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people	• Knowledge of 'Keeping Children Safe In Education' (KCSIE) and 'Meeting Digital and Technology Standards in Schools and Colleges' government guidelines	Application Interview Task

Category	Essential	Desirable	Means of Identification
Others	• Warm, welcoming and approachable manner. • Professional, trustworthy and dependable. • Flexible and adaptable approach to work. • Commitment to safeguarding and promoting the welfare of children. • Commitment to equality, diversity and inclusion. • Willingness to undertake training and professional development.		Application Interview Tasks References
Our Values	• Leadership • Integrity • Community • Passion • Equality • Resilience		Interview Tasks
Pre-Employment Screening	• Enhanced DBS check • Two satisfactory employment references, from the last two employers • Evidence of the right to work in the UK • Online screening • ID checks		Online DBS check References deemed suitable by Bright Futures Educational Trust Passport or other evidence allowed by UK Home Office