



Brighter Futures Learning Partnership Trust

APPLICATION INFORMATION

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Job Description

JOB TITLE: Administrative Assistant

BAND: Grade 5 Scale Point 4-6

RESPONSIBLE TO: Principal

Overall Responsibility:

To provide a professional and efficient Reception service to Doncaster UTC, which supports high quality teaching and learning.

Carry out duties as required by the Principal to assist in the efficient operation of the Reception area.

These duties may be undertaken in different areas of the school and may include the following:

- Undertake reception duties, being the first point of contact for visitors, parents and pupils, answering routine telephone and face to face enquiries and the signing in and out of visitors.
- Support parents in the use of the iPay payment system.
- Provide routine clerical support e.g. photocopying, filing, emailing, and completing routine forms.
- Deal with deliveries to the school including checking against the goods received note and reporting discrepancies.
- Ensure that everyone is dealt with in a courteous, professional, calm and friendly manner.

Provide an excellent customer service to parents, pupils, colleagues and visitors to the School.

- Support team members, sharing learning and best practice in order to contribute to overall team effectiveness.
- Assist with pupil's first aid and welfare duties, looking after sick pupils, liaising with parents/staff as required.
- Provide general support for the Administration Team and the Office Manager as required.
- Undertake typing, word processing and other IT based tasks.
- Sort and distribute post.
- To be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To participate in training and other learning activities and performance development as required.

- To ensure strict confidentiality in all areas of work.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To comply with the Trust and School's policies and procedures at all times.

Any other duties as reasonable required by a member of the Senior Management Team

**Doncaster UTC is committed to safeguarding and promoting the welfare of children.
Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Barring Service.**

Person Specification

JOB TITLE: Administrative Assistant

BAND: Grade 5 Scale Point 4-6

RESPONSIBLE TO: Principal

Qualifications		
<ul style="list-style-type: none"> GCSE Grade C in English and Maths, or equivalent. Recognised first aid qualification. 	✓	✓
Knowledge and skills		
<ul style="list-style-type: none"> Able to communicate clearly face to face, by telephone and in writing with a wide range of people in a friendly and professional manner Ability to focus on detail and accuracy. Prepared to take part in training and other chances to develop knowledge, skills and understanding Issues relating to the safeguarding and welfare of children. Knowledge of SIMS database 	✓ ✓ ✓ ✓	✓ ✓ ✓
Personal qualities		
<ul style="list-style-type: none"> Highly organised with the ability to work under pressure and to respond to rapidly changing priorities and demands at peak times of year Excellent interpersonal skills Highly accurate with attention to detail Excellent organisational skills Flexible and adaptable Pro-active, self-starter, problem solver Ability to use initiative Confidentiality Used to working as part of a team 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

How to Apply

Thank you for considering joining our trust. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form (**CV's will not be accepted for this post**) and add a concise letter of no more than two sides of A4 addressing the following:

- why you are applying for this position
- how your experience to date will enable you to successfully take on the role.

Closing date for applications is 9am Monday 23rd February 2026

Interviews will be held on TBC

Good luck with your application.

