

Administrator and Receptionist

Candidate Information Pack

St Philip Westbrook Church of England Primary School



Welcome to Liverpool Diocesan Schools Trust

Thank you for your interest in working in one of our amazing schools and committing to making a difference to learners right across our Trust.

LDST is a multi-academy Trust of 19 primary schools that welcomes young people and colleagues of all faiths and none and is committed to providing a high-quality education and environment where Christian values and principles permeate all that we do.

As a Trust, we have a very clear purpose, and an uncompromising vision:

The right of all to have a great education is at the heart of everything we do so that all learners, regardless of background, ethnicity or need, make excellent progress, and fulfil their academic potential.

Central to this are our **core values of collaboration, difference, local and inclusion**, and our commitment to ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.

All of our schools benefit from high levels of collaboration and a strong school improvement function and central team, which give the capacity to support schools, evaluate and intervene where needed. Strong networks and a culture of support ensures a high level of accountability matched with only the challenge required to enable local leadership to flourish.

We do this to ensure that our schools are self-sustaining and we are committed to being:

- **Respectful** of the individual identity of our schools –knowing their strengths and understand where improvements are needed
- **Resourceful** and recognising effective and successful practice in all schools and using this where possible as a resource to support others to bring about improvement
- **Responsive** to the context of each school, adapting strategies where necessary to promote and sustain improvements
- **Relentless** in our pursuit of excellence and led by a belief that every child can achieve

Our family of schools support and connect, share practice, and provide an excellent education built on distinctly Christian values so that *all* children, learners and staff across our Trust, flourish. Our established networks provide exciting opportunities for schools to work together to create a fluid school improvement system.

Supporting you to flourish and thrive in your role is extremely important to us and this is reflected in our strategic People Pillar and People Strategy:



Learn

We learn from our colleagues' experiences and best practice to get the **fundamentals of HR** right.



Love

We love and appreciate our colleagues by supporting their **wellbeing and mental health**.



Achieve

We must **attract** the best talent and support **retention** of existing colleagues with comprehensive **development** for existing colleagues to successfully fulfil their roles and **progress** their careers within the Trust.



Together

We are **one Trust**. We will foster a **culture of belonging** for everyone and strive for **excellence** for all.

We are a fully inclusive organisation and encourage applications from individuals from all communities regardless of faith, race or ethnicity, age, disability, gender or sex, marital status, pregnancy or maternity, or sexual orientation.

What we can offer you

- **Continuing Professional Development** – All support staff can apply for fully-funded apprenticeships up to degree level.
- **Leadership Pathways** – We have a wealth of development opportunities that are open to colleagues and we are exceptionally proud of our very high levels of internal promotion.
- **Annual Trust Wide Conference** – For all colleagues to celebrate and learn together.
- **Collaboration** – Regular networking opportunities across our networks for different staff groups.
- **Trust Wellbeing Group** – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work like our Trust Wide employee assistance programme and reward platform.



Laurie Kwissa, Chief Executive Officer



About St Philip Westbrook

We are extremely proud to be judged as 'outstanding' in all areas by Ofsted in April 2025 and we hope you will consider applying for this post. St. Philip's Church of England Primary school is a highly successful, three-form intake school and nursery. Our children are delightful, and we pride ourselves on the values they demonstrate at school.

Our school is set within impressive grounds which we use widely to support the curriculum. We have ample space for sports' facilities as well as a Forest School area. We also enjoy our Spiritual Garden as a place of calm and reflection.

Our building is maintained to a high standard and we enjoy excellent facilities which aid high quality teaching and learning.

Joining our school would mean joining a support team who are highly dedicated to achieving the very best for our children. As an administrator, you will be working with an incredible group of support staff who help to make our school a place where staff and children all flourish.

We would love to welcome you to our school so you can see for yourself the advantages of working at our school. To arrange a school visit, please call the school office on 01925 445391 or email stphilips.recruitment@ldst.org.uk

In the meantime, further information about our school can be viewed on our school website at www.stphilipwestbrook.co.uk Please do also view our promotional video which is available at [About Us - St Philip Westbrook C of E Primary School](#)

Job Description

Title: Administrator & Receptionist

Salary: Grade3 Sp4 £25,185 per annum pro rata (actual salary £20,611 per annum)

Hours: Part-time, term-time only working 35hrs per week

Contract: Permanent

Accountable to: Headteacher

Location: St Philip Westbrook CofE Primary School, District Centre, Westbrook, Warrington, WA5 8UE

General duties

- Customer facing – Meet & Greet all visitors to school
- General Administration
- Maintenance of pupil data in school's MIS
- Maintenance of school registers
- Produce weekly newsletter

Customer facing

- Be the first point of contact for all visitors of the school.
- Ensure all ID verification processes are followed when signing in/out visitors.
- Receive and communicate messages effectively.
- Produce the weekly newsletter by liaising with the Headteacher/teachers.
- Maintain the school email account and redirect / respond to emails as necessary.

General Administration

- Be familiar with and apply school policies where applicable.
- Support with keeping the school calendar up to date.
- Send school pings at the request of Leadership Team / SBM.
- Maintain an electronic file of copies of all letters sent out.
- Assist with meeting room bookings and add to the school calendar.
- Telephone parents – for example, with regards to absence, sickness, school trips.
- Produce the weekly newsletter and distribute to parents, upload to school website.
- Assist the school cook with queries relating to snack and school meals.
- Remind parents to top-up Parentpay accounts to pay for snack & school meals.
- Assist with producing annual pupil reports.
- Support office staff with any other administrative tasks.
- Open and sort the post.
- General photocopying & printing for teaching staff & SLT.
- Admin support as requested by SLT / Business Manager.

Support with the maintenance of school registers

- Maintain and update daily electronic registers.
- Carry out first day contact for any absences, phone calls to parents if no messages received as necessary .

- Support the Headteacher/SBM in keeping a record of children that arrive to school late / leave school for appointments.
- Support the Headteacher/SBM by updating EdGen with attendance information (daily), including absence requests from parents.
- Make any required sickness/accident calls to parents throughout the day.
- Support the SBM in ensuring there are no missing marks.
- Produce weekly attendance reports for Headteacher / Pastoral Support.
- Email attendance letters to parents.

Maintenance of pupil data in school's MIS

- Update EdGen with any up to date pupil information.
- Support the office staff in carrying out annual data collection exercise at the beginning of each academic year.
- Ensure every child has two emergency contacts.
- Support the office staff in uploading all Reception new starters information on EdGen in preparation for September.

School Celebration Certificates / Celebration Assembly

- Design and produce certificates, ensuring that these are given to classes in a timely manner.
- Organise invites to celebration assembly.

Personal and professional conduct

- Be supportive of the ethos and values promoted within our Christian school.
- Be supportive of the aims and objectives of our Christian school.
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit pupil's vulnerability or might lead them to break the law.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in attendance and punctuality.
- Having an understanding of and always act within, the statutory frameworks which set out teachers' professional duties and responsibilities.

Additional duties

- Carry out additional tasks as reasonable expected under the direction of the headteacher/SLT.

This job description is indicative in the first instance and precise roles and responsibilities will be agreed with the successful candidate at a later date.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Person Specification

Criteria	Essential (E) or Desirable (D)
Skills <ul style="list-style-type: none"> • Able to follow instructions and to organise your day to complete tasks fully and on time. • Good verbal communication, listening skills and a confident telephone manner. • Motivated, reliable and responsible, able to work on own initiative as necessary. • Strong interpersonal skills. • Understanding of boundaries and confidentiality. • Able to work effectively within a team and develop positive relationships with colleagues, children and parents. • Willing to undertake training and development appropriate for the role. • Tidy appearance, approachable and friendly. 	E E E E E E E E
Qualifications and Experience <ul style="list-style-type: none"> • Literate with good written communication skills GCSE A-D Standard or equivalent. • Numerate - GCSE A – D standard or equivalent. • Computer Literate. • Experience of using EdGen. • Computer Skills i.e. Word processing, Excel, Email, MIS. 	E E E D E

How to Apply

Application Process

The application process for this role is a 2 stage process:

- Application form completed on MyNewTerm
- Interview and tasks

To be considered for this role you must apply for the role through MyNewTerm. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to arrange a visit around our school please email the School Office at stphilips.recruitment@ldst.org.uk or call 01925 445391.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: 15th May 2026 9am

Interview Date: W/C 18th May 2026

Start Date of Post: 8th June 2026

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen