



Administrator

January 2026

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Dear Applicant,

Thank you for your interest in the post of Customer Service Administrator at Christ Church, C of E Academy. I would like to take this opportunity to tell you a little about our school. Christ Church Academy is a one form entry school for pupils aged 3 to 11 years. We are part of the Bradford Diocese Academies Trust (BDAT) and serve the community of Shipley in West Yorkshire.

The school became an Academy in August 2013 and in our last Ofsted in April 2022 was judged as GOOD. We have high standards for teaching and learning and are working to ensure that Christ Church Academy is the local school of choice.

Our children enjoy coming to school and are keen to learn. Our staff are passionately committed to ensuring that our pupils achieve and they have high expectations for the children and for themselves. Many of our pupils are vulnerable in terms of their socio-economic background and it is vital that their primary school experience is of a high quality and has a positive impact on their future life chances.

The role of the Administrator is central to our front of house/reception team. The successful candidate will build strong working relationships with colleagues. They will be passionate about maintaining high standards of customer service to support the smooth running of the school.

Kind regards,



**Philippa Foster**

**Headteacher**



days to be considered)

**Administrator (Band 5) – 1 Year Fixed term contract**

**Required ASAP**

**Closing date 1<sup>st</sup> of March 2026**

**12 hours per week - Term time only (38 weeks)**

**Thursday & Friday 9.00am – 3.30pm (Flexibility around working**

**Actual salary £6844.87  
Full time equivalent salary £25185**

Please contact the school office if you wish to discuss the opportunities further on 01274 410349 and ask to speak to Paul Chell or Fran Best. Applications can be made on our application form which should be submitted via the My New Term platform

*Christ Church Academy is committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check which will form a condition of any employment offer.*



## Working with BDAT



## The BDAT Employee Pledge

Bradford Diocesan Academies Trust recognises that if our schools are to succeed, **our teachers and school staff** are our most valuable asset. As such we work hard to be an employer and the schools of choice in Bradford.

We do this by:

- Relentlessly only **recruiting** the highest calibre of teachers who share our aspiration and ambitions for our pupils to succeed.
- Developing our teams by **talent spotting** and **rewarding** our next generation of leaders.
- Making sure BDAT is a good place to work so that **retain and grow** the expertise and skills of our people.

**Keep reading to find out more about our employee pledge which sets out what you can expect from us**

## We will offer you:

- Work in a value driven, student centred organisation where every child is supported to reach their academic potential and accomplish their individual goals. <http://www.bdat-academies.org/about-us/bdat-mission-statement/>
- The prospect of working for an increasingly successful and growing Trust which is committed to providing high quality education for all of its students and to be the schools of choice. [www.bdat-academies.org](http://www.bdat-academies.org)
- A separate annual career development discussion with a senior leader resulting in a bespoke career development plan in addition to Performance Management.
- Ongoing assistance in developing your 'craft' of teaching.
- Assistance with career progression both within and outside the Trust.
- A competitive employees' benefit scheme <http://www.bdat-academies.org/about-us/employee-benefit-scheme/>



## We will provide you opportunity to:

- Have a week's placement in one of the BDAT schools within the first two years.
- Shape the curriculum developments in an ever- changing world.
- Work with like-minded subject colleagues from the other Trust schools.
- Shadow colleagues both within the school and across BDAT.
- Support the development of teachers new to the profession or to their role.
- Gain the experiences required to meet external leadership qualifications such as Specialist Leadership in Education.

### In return we expect you:

#### To Model

- The values of BDAT and your school at all times.
- Professional behaviours at all times.

#### To Be

- A consistently good teacher on a day to day basis.
- Committed to ongoing professional development.
- A team player and to adopt a 'can do' attitude.

#### To

- Place safeguarding of students at the heart of the work.
- Engage in constructive professional dialogue, giving and listening to feedback.
- Contribute to the development of students and staff.

### Want to find out more?

If you want the chance to join a Trust committed to developing the very best teachers and school staff in Bradford and if you like the sound of BDAT, our values, and the opportunities we can offer you:

- Check out our latest vacancies on [www.bdat-academies.org/vacancies](http://www.bdat-academies.org/vacancies)
- Follow us on twitter: #wearebdat

## BDAT Mission Statement

**BDAT's mission is:** *"to provide high quality education within the context of Christian belief and practice so that every child can fulfil their academic potential and accomplish their individual goals".*

**Our rationale or reason for doing this is:** *".... because we believe that every child has only one chance at a good education".*

**Our vision is:** *"That every student in a BDAT academy gets a happy and high-quality education enabling competence, confidence and character to thrive; and that our academies become the schools of choice in Bradford.*

## In And Around Shipley

Shipley is an old market town, and it retains a strong sense of identity. It still has its weekly market, though the marketplace itself has been rebuilt and is surrounded by modern shops. The adjacent library, health centre and swimming pool are also of recent origin.

Situated as it is on the Aire Valley, it has excellent rail and road links not only to the university cities of Bradford and Leeds (with their theatres, museums, restaurants and shops) but also to Ilkley (with its famous moor), Haworth and the Bronte country and, via the Settle-Carlisle railway, to the more distant Dales and the Lake District. The Leeds/Liverpool canal takes you across to the other side of the Pennines and Leeds/Bradford airport connects to the four corners of the globe.

Shipley's immediate neighbour is the UNESCO World Heritage Site of Saltaire, a model village built in the 19<sup>th</sup> century by the mill-owner Titus Salt to house his workers. The impressive mill buildings no longer produce textiles but have been converted into offices, shops, a restaurant, and the 1853 Gallery, which holds a large collection of the works of Bradfordian David Hockney. Most of the original community buildings are now occupied by Shipley College.

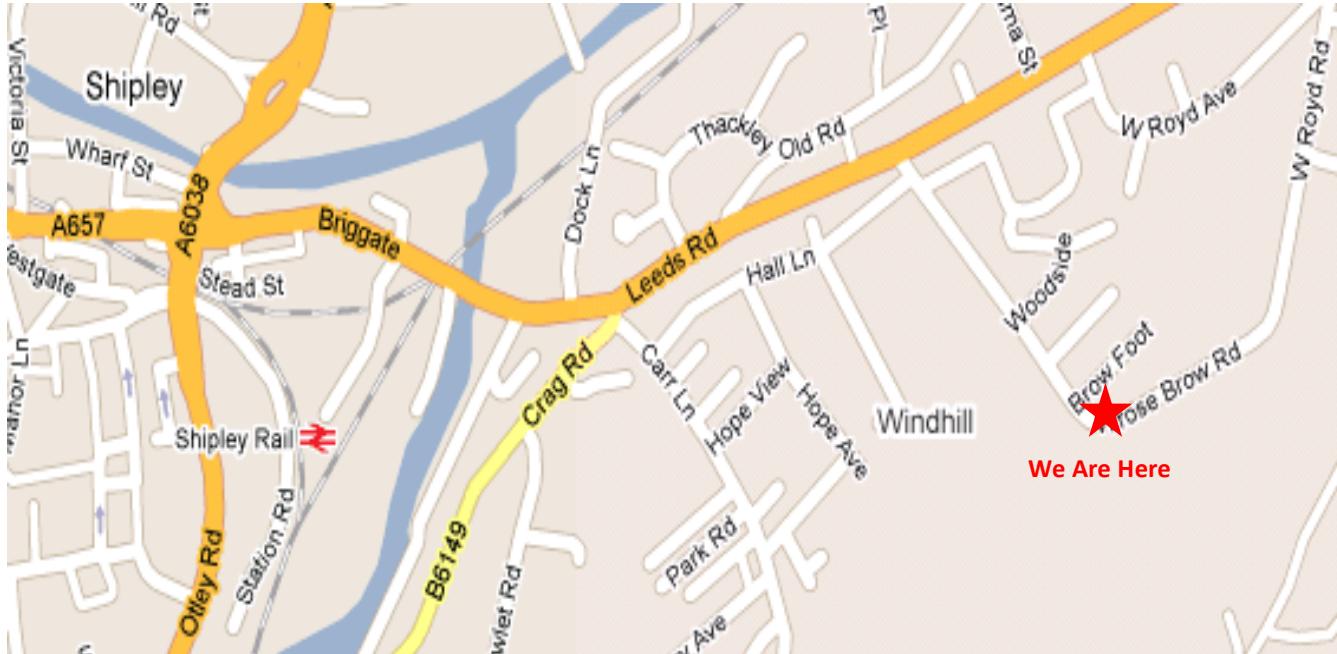
Over the bridge across the river is another remnant of the Victorian era, the Shipley Glen Tramway, built to carry people up to the village of Baildon and now operated by volunteers as a tourist attraction. It leads onto Baildon moor and the stone circle known as Soldier's Trench, which is thought to date from the Bronze Age.



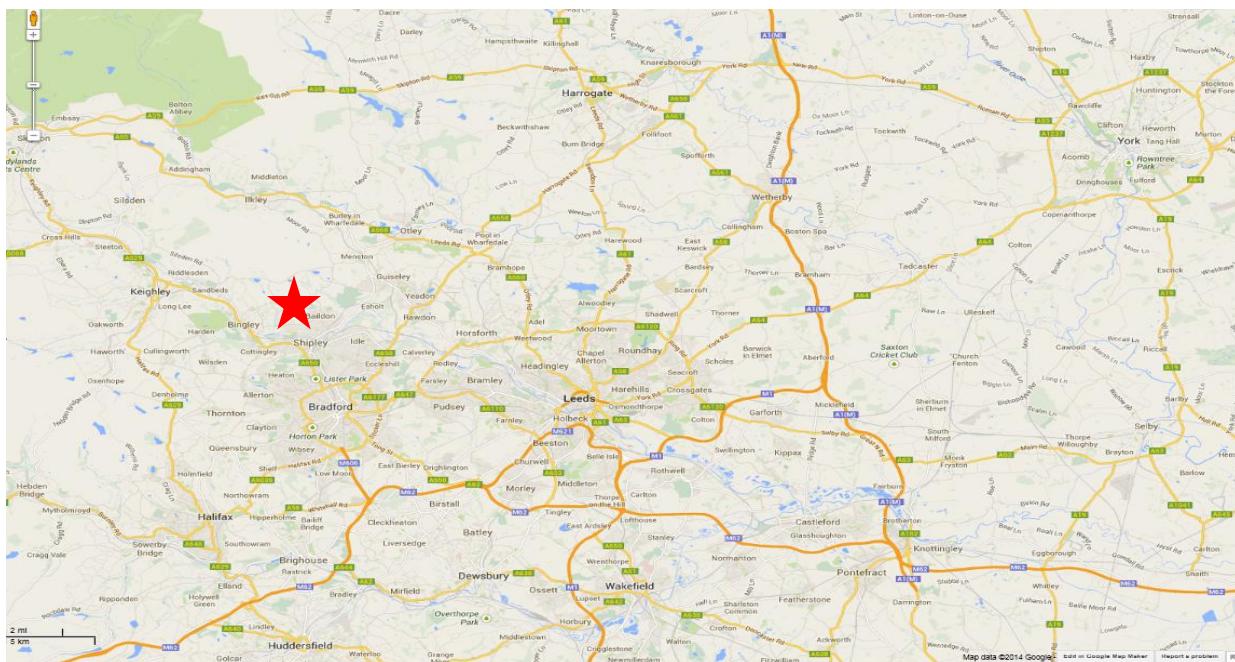
Shipley is a pleasant place to live and work, with housing of all descriptions and access to every kind of sporting and leisure activity.



# How to find us



We Are Here



**Christ Church Academy**

**Wrose Brow Road, Shipley, BD18 2NT**

**Tel: 01274 410349**

**POST TITLE:** **ADMINISTRATIVE ASSISTANT LEVEL 2**

**GRADE:** **BAND 5**

**GENERIC INTRODUCTION:**

The following information is furnished to assist staff joining the school to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.
3. BDAT is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to BDAT's Services.
4. BDAT is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**PRIME OBJECTIVES OF THE POST:**

To assist in the provision of high-quality professional, flexible, proficient and constructive clerical, administration, financial support and reception service to the school.

Responsible to the Office Manager from whom they will receive formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work, referring only exceptional or complex queries to senior members of staff. In the absence of the Office Manager would be expected to liaise with senior team members to ensure continuation of essential services.

To provide prompt and effective information, advice and access to services provided by the school to parents/carers, governors, community groups, members of the public and other agencies, dealing with requests for help and intervention, seeking guidance from and working in conjunction with senior/qualified professional staff on more complex requests. Undertaking and promoting the school to public and external agencies.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

**EFFORT DEMANDS:**

- Will work under supervision and on occasion under own initiative, working to the priorities set by the headteacher
- To contribute to the overall ethos/work/aims of the school/trust.
- Will make decisions regarding individual visitors/callers in terms of the advice and information provided, liaising with other staff within the school and assessing the level of urgency.
- Day to day decisions regarding the organisation of the working area/workload and school priorities.
- To participate in in-school training and other training programmes as required and maintain personal and professional development in order to meet the changing demands of the post.

**RESPONSIBILITIES:****ORGANISATION**

- To give advice and guidance as appropriate, making decisions regarding individual visitors/callers in terms of the advice and information provided and using some judgement within established procedures and guidelines, liaising with other staff within the school and assessing the level of urgency.
- To support/assist in the supervision of students on work experience, trainees and voluntary helpers.
- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

**ADMINISTRATION**

- Provide routine clerical support e.g. record and circulate messages to other members of staff, photocopying, filing, scanning, emailing, complete routine forms, sort and distribute mail, ensuring supplies of internal forms are kept well stocked
- Maintain manual systems
- Maintain and collate pupil reports.

- Data inputting of computerised records/management information systems
- Produce data/information/basic reports as required e.g. pupils' data.
- Undertake typing, word-processing and other IT based tasks (letters, memos, minutes etc)
- Undertake routine administration, e.g. registers/school meals/arranging and coordinating meetings on behalf of other school staff/room bookings/minute taking/retrieve and disseminate information as appropriate to the needs of the school/school lettings and other uses of school premises

#### RESOURCES

- Responsible for the safe keeping of office equipment and secure storage of supplies
- Operate office equipment e.g. photocopier, computer
- Maintaining stock and supplies and prepare information to help in the processing of orders, checking delivery notes, cataloguing and distributing as required.
- Responsible in the collection and recording of school dinner money and other routine financial administration
- Operate uniform/snack/'other' shops within the school.

#### OTHER

- Use good common sense and initiative in all matters relating to the conduct and behaviour of individuals, groups of pupils and whole classes; the correct use and care of materials by individual and small groups of pupils, the safety, mobility (if required) and hygiene and well being of the pupils.
- Make travel arrangements.
- Assist with arrangements of school events/trips etc.
- Preparing refreshments and clearing away.
- Receiving and escorting visitors around the school.
- To be responsible for reporting building maintenance in accordance with health and safety requirements.

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#### **ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:**

- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, BDAT colleagues based at other schools, external providers etc.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person

#### **SPECIAL CONDITIONS OF SERVICE:**

- An Enhanced DBS with Children's Barred List check is required for this post, along with any other relevant safer recruitment checks as outlined in Part 3 of Keeping Children Safe in Education. This is to ensure that there are no contra-indications in personal background or criminal records indicating unsuitability to work with children/young people/vulnerable clients/finance.

#### **Other Considerations**

- To contribute to the whole school culture of safeguarding by attending safeguarding training at least annually to keep knowledge up to date; being aware of and complying with policies and procedures relating to safeguarding and child protection; being vigilant for signs that children may be being abused and to report any such concerns to the school's Designated Safeguarding Lead or the Headteacher.

- To act in accordance with Data Protection Act principles and BDAT's UK GDPR policy and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

**PERSONNEL SPECIFICATION:**

	ESSENTIAL
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Experience and a good understanding of using Microsoft Office</li> <li>• Experience of working in an office environment</li> </ul>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Minimum of GCSE English and Mathematics at grade C/4 or above (or equivalent)</li> </ul>
<b>KNOWLEDGE/SKILLS:</b>	<ul style="list-style-type: none"> <li>• Knowledge/experience of general office work</li> <li>• Good literacy and numeracy skills</li> <li>• Good communication skills including telephone/reception skills</li> <li>• Knowledge of and the ability to use office machinery e.g. photocopiers, scanners, shredding machine etc.</li> <li>• Working knowledge/use of databases and other software packages e.g. Microsoft Office (Word/Excel/Outlook/Teams etc.)</li> <li>• Knowledge of maintaining financial information systems and making payments.</li> <li>• Have a neat and organised approach to work.</li> <li>• Be willing, courteous and able to work both using your own initiative and in a team.</li> </ul>

- Respect confidentiality

## **BDAT LEADERSHIP COMPETENCY FRAMEWORK:**

At BDAT we believe that it is important we have common expectations of what makes an effective Trust and School leader, supported by a consistent set of definitions and standards for leadership at different levels. The BDAT Leadership Competency Framework sets out our Trust-wide expectations of what makes a good leader. They inform how we expect our leaders to act and behave and explain what skills and attributes leaders are expected to demonstrate whilst they work in our schools.

They also support the Trust ICARE values on how we work together as colleagues within BDAT.

The framework is applicable to both teaching and support staff working across all roles within our Trust and Academies because at BDAT we believe everyone can be a leader in their role and can continue to develop leadership skills and expertise at each step of their career.

The Leadership Competency Framework is not designed to replace the professional standards to which we must adhere (such as the Headteacher Standards, ISBL Professional Standards and The Nolan Principles of Public Life) but is designed to complement them by setting out those skills and attributes which make a leader in BDAT unique and special.

This role sits within the following areas of the framework.

### **ASPIRING**

- I invite and provide evidence-based feedback in a timely and constructive manner.
- I take ownership of my personal development, showing a willingness to learn.
- I consistently deliver on multiple commitments, even when under pressure.
- I ensure my own area and team activities are aligned to school priorities.
- I take opportunities to learn and be coached.
- I prioritise personal growth, self-reflection and well-being to develop into an authentic and effective leader.
- I act as an ambassador for BDAT at all times.

### **ASPIRING**

- I express positive expectations of our community, to both internal and external stakeholders.
- I acknowledge and respect others' diverse perspectives.
- I set up regular communications within the community (e.g., through team meetings or a newsletter) and make sure everyone is kept informed on what is happening.
- I explain the reasons behind key decisions.
- I build relationships with stakeholders, actively engage in partnerships, and represent the school within the wider community.

### **ASPIRING**

- I actively engage in resource and budget planning.
- I provide timely information to aid planning for others.
- I demonstrate responsible stewardship by transparently managing financial, human and physical resources to maximise their impact.



## Selection Process Guidance



Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

### Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position.

### Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview.

### References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

### Interview Day

The interview will consist of a formal interview and selection activities. Questions and activities are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

### Final Selection

Following the interview process, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

### Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

## **Terms and Conditions**

- The employer for this post is the Bradford Diocesan Academies Trust.
- An Enhanced DBS is required for this post.
- The post is subject to a 1 term probationary period.

## **Time line**

Application Closing Date: 1<sup>st</sup> of March 2026