



Market Drayton
Infant & Nursery School

Business Support Assistant

Recruitment Pack

Closing Date: Friday 9th January
Interview Date: Wednesday 14th January



Dear Colleague,

Be the Calm, Friendly Face of Our School

Business Support Assistant (Grade 4)

We're looking for the person who...

- Stays calm under pressure and keeps the front office running smoothly—even on the busiest mornings.
- Is friendly, approachable and professional, making every pupil, parent and visitor feel welcome.
- Works efficiently and accurately, juggling calls, emails and admin with smart prioritisation.
- Communicates clearly and kindly, de-escalating queries and knowing when to pass things on.
- Is organised and discreet, handling sensitive information with absolute confidentiality.
- Brings solid ICT skills and learns new systems quickly.
- Loves being part of a collaborative team, pitching in wherever needed.
- Has a helpful, can-do attitude—from first aid reassurance to supporting day-to-day office tasks.

Your impact: You'll be the heartbeat of the front office: welcoming visitors, supporting pupil welfare, keeping records up to date, and ensuring messages and data get to the right place—all with warmth, precision and care.

Why apply

- **Make a real difference daily:** steady the busy moments, reassure families, and keep the essentials moving with calm efficiency.
- **Belong to a values-led team:** join colleagues who put children first and bring our school vision to life—together.
- **Grow with support:** we invest in training and development so you can keep building your skills and confidence.

You'll be great at this if you are...

Friendly, approachable, and calm under pressure; an efficient, accurate organiser with clear, kind communication and absolute confidentiality. You enjoy being part of a team and bring a helpful, can-do attitude to reception, calls, the admin inbox, pupil welfare, records/MIS updates, and routine office/finance tasks

Why you'll enjoy working here: A supportive, values-led school where your calm professionalism and positive energy make a daily difference. You'll have opportunities to grow through training and development and be part of a team that looks out for each other.

Safeguarding: We're committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS check.

Ready to bring your friendly efficiency to our school?

Apply today—tell us how your calm, approachable style will help our community thrive.

If you would like an informal chat, to arrange a visit to the school or any further information, please feel free to contact the school on 01630 652909 or via our email admin@mdinfants.empowermat.co.uk

Yours sincerely,
Kerry Simmons
Acting Headteacher.



Market Drayton

Infant & Nursery School

Post Title: Business Support Assistant

Salary: Grade 4 (SCP 4) £25,185 (Full Time Equivalent)

Hours: 30 hours, Term Time Only plus 1 (5 x PD Days)

Closing Date: Friday 9th January

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Core Purpose of Role:

- Under the direction/instruction of senior staff (Business Operations Partner/Business Support Administrator), provide routine general clerical, administrative and financial support to the school.

Principal Duties and Responsibilities:

1. Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Act in a polite and professional manner when dealing with queries/request from parents escalating where necessary to the Business Operations Partner/Business Support Administrator.
- Assisting 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.

2. Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, e-mailing, completing routine forms.
- Monitoring the admin mailbox directing messages to the appropriate people.
- Update and maintain computer records/management information systems.
- Produce routine lists and analysis of data from manual and computer records.
- Undertake word-processing and other IT based tasks.
- Sort and distribute mail.
- Undertake routine administration e.g. registers/ school meals.

3. Resources

- Operate office equipment e.g. photocopier, computer, telephone exchange.
- Arrange orderly and secure storage of supplies.
- Undertake routine financial administration.

4. Other Responsibilities

- Be aware of and comply with all school policies and procedures.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

5. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

6. Data Protection and other statutory responsibilities

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.





Business Support Assistant Person Specification

Knowledge and Qualifications:

Essential, i.e. the postholder must have:

- Good standard level of education
- Good numeracy and literacy skills

Desirable, i.e. the postholder would ideally have:

- 5 GCSE's or equivalent, including English and Maths
- First Aid qualification
- NVQ Level 2 in Administration or equivalent, or willingness to undertake this qualification

Experience:

Essential, i.e. the postholder must have:

- General clerical / administrative work
- Computer/keyboard skills

Desirable, i.e. the postholder would ideally have:

- Experience of working in an educational setting or other relevant environment

Skills and Personal Qualities:

Essential, i.e. the postholder must have:

- Willingness to participate in training and development opportunities
- ICT Skills
- Sufficiently fluent in spoken English to ensure effective performance in the role.
- Good communication skills
- Ability to relate well to children and adults
- Ability to work well as part of a team
- Flexibility and reliability
- Ability to maintain confidentiality





Our Offer

We are committed to developing our staff and to providing opportunities for growth. We want to encourage the career progression of our employees wherever possible, and support staff who wish to move between our schools and the Shared Services Team when suitable roles arise. We also offer secondment opportunities when available.

At Empower Multi-Academy Trust you would be working alongside excellent leaders in education, each with specific areas of expertise. We offer Middle and Senior Leadership development programmes, professional support networks and career development pathways for staff at all levels. In addition, we also have mentoring and coaching programmes, peer learning, internal and external CPD opportunities.

Health and Wellbeing Services

Working in education is a challenging job and the health and wellbeing of our staff is high on our agenda and a key priority. We have several Trust wide wellbeing initiatives that offer support and guidance for our workforce:

- A Trust Wellbeing Strategy and Charter outlining our commitment to staff wellbeing.
- At least one trained Mental Health First Aider in every location, helping to embed our belief that physical and mental health hold equal importance.
- A network of Mental Health First Aiders and Mental Health Leads who provide support, guidance, and signposting to colleagues across the Trust.
- A Future in Mind network representing all our academies, who signpost staff to wellbeing support and information, and ensure staff voice is heard.
- A designated Trustee sponsor whose role is to ensure staff wellbeing remains a priority
- Wellbeing is a discussion item on each Trustee / Local Governing Body meeting agenda
- Dissemination of annual staff wellbeing questionnaires to inform future actions
- Active engagement in national and international awareness days
- Working towards the Mental Health and Work Commitment and the Education Staff Wellbeing Charter.

Take a look at our employee benefits [HERE](#)





What we can offer you

Our Vision: An excellent, happy school where we enjoy learning

**Our Values: Collaboration, Aspirations
Respect, Positivity**

Underpinning the vision statement are a series of aims, the 'why' we do what we do, these are our beliefs about education. As a school:

- We believe that we should provide a happy and safe learning community in which we nurture every child who is valued as a unique individual.
- We believe that everyone should be immersed in exciting, challenging learning through the delivery of inspirational and innovative opportunities.
- We believe that everyone should be inspired to achieve their full potential now and for the future.

Join Empower Multi-Academy Trust - Where People Matter



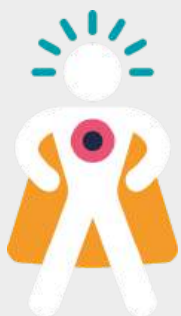
EMPOWERMENT

We actively promote opportunities for every child, adult and school to influence their own practice and future.



POSITIVITY

We adopt a 'can do' attitude and an optimistic approach.



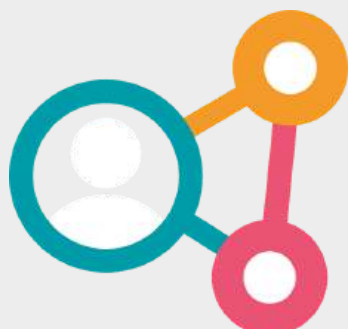
AMBITION

We encourage and support every child, adult and school to aim high to achieve their aspirations.



RESPECT

We are thoughtful and considerate to ourselves, others and the environment.



COLLABORATION

We work together to support everyone to achieve their aims.



INTEGRITY

We are honest, transparent and fair in everything we do.



Application & Selection Process

Please complete the online application form in full via the My New Term platform and submit with a supporting letter detailing how your skills, experience and attributes demonstrate your sustainability for the role.

Applications should be sent to the school office via the My New Term platform.

The closing date for applications is: 9th January 2026

Interviews will be held on: 14th January 2026

Selection Procedure:

Successful candidates will be invited to interview on 14th January 2026

More detailed information about the interview process will be provided to shortlisted candidates.

Safer Recruitment:

Empower Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

On the day interview:

All applicants will be required to bring in a minimum of three pieces of identification which verify their name, date of birth and current address., one of which must be a form of photographic identification.

The following are acceptable:

- Valid passport, birth certificate or driving licence
- Additional proof of address such as a recent utility bill, council tax bill or bank statement (at least two are required and should be dated no more than three months ago)

Applicants will also need to bring their qualification certificates.

Appointments are subject to the receipt of satisfaction references. References will be sought from the current employer and gaps in employment history followed up.

Data Protection:

You should be aware that the information you provide will be stored at Empower Trust and will not be passed to any third party. Please also refer to our Recruitment Privacy Notice.



PRIVACY NOTICE - JOB APPLICANTS

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

What is personal information

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data out-side of the recruitment process. If you do not consent to the organisation holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure that it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.



What data do we hold on you?

The personal data we hold regarding you can include, but is not limited to, information such as:

- Your name and address.
- Email address and telephone number.
- Date of birth.
- Equal opportunities monitoring information.
- Your nationality and entitlement to work in the UK.
- National insurance number.
- Information about your current salary and benefits.
- Qualifications and skills.
- Work experience and employment history.
- Information about your criminal record.
- Disability status to enable us to make any reasonable adjustments throughout the recruitment process.

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation

Who can access your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

How do we protect applicants' personal data?

Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties. Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measure to ensure the security of data. For example, we ensure that we use encrypted devices, uses passwords, virus protection and has firewalls.

What rights do you have in relation to your information?

You have the following rights in relation to your personal data: -

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. The right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.



- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
 - Processing based on legitimate interests or the performance of a task in the public interest / exercise of official authority.
 - Direct marketing
 - Processing for scientific / historical research and statistics.
 - Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>

This policy may be subject to change, and any changes. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on admin@empowermat.co.uk Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.

