



Malin Bridge  
Primary School

# Administrative Assistant

Applicant Pack



## Contents

|                                              |    |
|----------------------------------------------|----|
| The vacancy .....                            | 3  |
| Post advert .....                            | 3  |
| Role summary.....                            | 3  |
| Job description .....                        | 5  |
| Specific duties and responsibilities.....    | 5  |
| Support for the trust/school .....           | 5  |
| Changes to these duties .....                | 6  |
| Person Specification .....                   | 7  |
| Job Title: Administrative Assistant .....    | 7  |
| Knowledge, experience and skills .....       | 7  |
| Qualifications .....                         | 7  |
| Other skills .....                           | 7  |
| Interpersonal skills.....                    | 8  |
| Child protection.....                        | 8  |
| Malin Bridge Primary School and Nursery..... | 9  |
| Chorus Education Trust .....                 | 10 |



## The vacancy

### Post advert

|                                   |                               |
|-----------------------------------|-------------------------------|
| <b>Deadline for applications:</b> | 11:59pm on 9 August 2026      |
| <b>Interviews to be held:</b>     | Week beginning 24 August 2026 |
| <b>To start:</b>                  | 01 September 2026             |

We are seeking to appoint an enthusiastic Administrative Assistant to join the busy office team at Malin Bridge Primary School. The role offers variety and creativity as it is required to provide administrative support to a wide range of functions within school.

We are looking for someone who is highly organised, an excellent communicator, flexible and can work well within teams and who is confident in the undertaking of administrative duties using a wide range of websites and computer software relevant to school administration. This role is Monday to Thursday 8:00am to 4.00pm and Friday 8:00am to 3.30pm.

### Role summary

|                                                               |                                                                                                 |                   |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------|
| <b>Post title:</b>                                            | Administrative Assistant                                                                        |                   |
| <b>Profile:</b>                                               | BS2                                                                                             |                   |
| <b>Grade:</b>                                                 | Grade 3                                                                                         |                   |
| <b>Grade spinal point range:</b>                              | SCP 5 to 6                                                                                      |                   |
| <b>Salary:</b>                                                | £25,583.00 - £25,989.00 (£22,003 - £22,353 pro rata)                                            |                   |
| <b>Accountable SLT post:</b>                                  | Business Operations Manager                                                                     |                   |
| <b>Line manager (if different):</b>                           | As above                                                                                        |                   |
| <b>Staff to be supervised or line managed by post holder:</b> | N/A                                                                                             |                   |
| <b>Post holder will work with:</b>                            | Business support staff, educational support staff and teaching staff                            |                   |
| <b>Holiday and sickness relief:</b>                           | By and for other business/administrative support staff                                          |                   |
| <b>Purpose of post:</b>                                       | To assist in the provision of an efficient and administrative support service within the school |                   |
| <b>Version revised:</b>                                       | June 2020                                                                                       |                   |
| <b>Contract:</b>                                              | Permanent                                                                                       | 37 hours/40 weeks |

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at [www.chorustrust.org/policies](http://www.chorustrust.org/policies).

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

## Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

### Specific duties and responsibilities

- Provide comprehensive admin support to SLT, SENCO, Health & Wellbeing Manager, Safeguarding Manager, Teaching & Support Staff and Students.
- To undertake administrative tasks, e.g. typing, photocopying, filing, minute taking and other clerical duties as required.
- To undertake the role of Receptionist and provide assistance at key times of the day.
- Data entry associated with the school's management information systems including pupil information etc.
- Telephoning parents, schools and other organisations on request.
- Undertake routing administrative duties on behalf of departments.
- Assist with the administration of curriculum related trips and relevant enquiries.
- Assist with the collection and balance of school monies as appropriate.
- Liaison between school and volunteers and placements.
- Prepare and maintain teaching materials and equipment, store and retrieve equipment as required.
- To be part of the school first aid team – training will be provided.

### Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

### **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

# Person Specification

Job Title: Administrative Assistant

| REQUIREMENTS                                                                                                                                                                       | Essential | Desirable | Assessment method<br>A = application<br>I = interview<br>R = reference |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|------------------------------------------------------------------------|
| <b>Knowledge, experience and skills</b>                                                                                                                                            |           |           |                                                                        |
| Generic administrative experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages | ✓         |           | A                                                                      |
| Customer services experience                                                                                                                                                       | ✓         |           | A                                                                      |
| Working in a busy environment with many priorities and conflicting deadlines                                                                                                       | ✓         |           | A / I                                                                  |
| Experience of education, training or similar environment                                                                                                                           |           | ✓         | A                                                                      |
| Organisation and bookings for events                                                                                                                                               |           | ✓         | A / I                                                                  |
| <b>Qualifications</b>                                                                                                                                                              |           |           |                                                                        |
| Good level of literacy and numeracy e.g. GCSE Math's and English at grade 4 or above.                                                                                              | ✓         |           | A                                                                      |
| <b>Other skills</b>                                                                                                                                                                |           |           |                                                                        |
| Communicate effectively with people at all levels e.g. school staff, students, governors and external contacts/ suppliers.                                                         | ✓         |           | I                                                                      |
| Work effectively as part of a team recognising own role as a team member.                                                                                                          | ✓         |           | A / I                                                                  |
| Able to maintain a positive focus, accepting constructive criticism positively and learning from it.                                                                               | ✓         |           | A / I                                                                  |
| Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.                                                                          | ✓         |           | I                                                                      |
| Ability to learn from experiences.                                                                                                                                                 | ✓         |           | I                                                                      |

|                                                                                                                    |   |  |       |
|--------------------------------------------------------------------------------------------------------------------|---|--|-------|
| Ability to carry out instructions accurately and effectively as directed by line manager.                          | ✓ |  | I     |
| Ability to work alongside young people (not necessarily in school environment).                                    | ✓ |  | A / I |
| <b>Interpersonal skills</b>                                                                                        |   |  |       |
| Ability to maintain confidentiality                                                                                | ✓ |  | A / I |
| Accuracy when receiving information (verbally and written) and communicate information effectively and accurately. | ✓ |  | I     |
| Able to make a positive contribution to the team.                                                                  | ✓ |  | A / I |
| Able to reflect on performance and further develop own knowledge and skills to improve performance.                | ✓ |  | I     |
| Maintains standards set by the organisation.                                                                       | ✓ |  | I     |
| Take responsibility for own actions.                                                                               | ✓ |  | I     |
| Ability to work alone unsupervised and manage own workload.                                                        | ✓ |  | A / I |
| <b>Child protection</b>                                                                                            |   |  |       |
| A commitment to the responsibility of safeguarding and promoting the welfare of young people.                      | ✓ |  | I     |

## Malin Bridge Primary School and Nursery

Malin Bridge is an extremely popular primary school and nursery providing education for 2–11-year-olds in the northwest of Sheffield. Ofsted judged that it remained an outstanding school in its most recent inspection in March 2024.

Everyone at Malin Bridge works collaboratively to ensure that all children are given every opportunity to enjoy learning and to thrive in a happy, stimulating, vibrant community. The school's values of celebrating diversity, enquiring about the world and being aspirational underpin everything within the curriculum and beyond.



In addition to trust-wide benefits for all staff, those at Malin Bridge Primary School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links.
- Vibrant and fun working environment.

You can view the school website at: [www.malinbridge.chorustrust.org](http://www.malinbridge.chorustrust.org).

## Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes, plus **free annual flu jabs** with Boots Corporate Health and **free eye tests** with Specsavers.



A **collaborative environment** encouraging knowledge sharing and support.



Term-time only contract postholders have the freedom of having **school holidays** off.



**Career progression** opportunities within a growing, local trust.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).