



Administrative Assistant (Nursery & Wraparound Provisions)



Dear Applicant,

Thank you for your interest in the position of Nursery Administrative Assistant at Churchtown Primary School.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and five primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', written in a cursive style.

David Clayton
Chief Executive

Endeavour Learning Trust's Mission and Values

We will serve our communities to ensure that every child realises their potential

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

Our Values

Individuality

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

People centred

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

Belonging

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

Transformation

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

Togetherness

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.



**BURCOUGH
PRIORY ACADEMY**



**BRINDLE GREGSON
LANE PRIMARY**



**CHURCHTOWN
PRIMARY SCHOOL**



**NORTHBROOK
PRIMARY ACADEMY**



**TARLETON
ACADEMY**



**LINAKER PRIMARY
SCHOOL**



**ENDEAVOUR
COMMUNITY**



**WELLFIELD
ACADEMY**



**ORMSKIRK
SCHOOL**

Dear Applicant,

Thank you for your interest in the position of Nursery Administrative Assistant at Churchtown Primary School.

I am delighted to send you the enclosed information about our school. I hope you will find it helpful and on behalf of the whole school community, we would like to take this opportunity to extend a very warm welcome.

Churchtown Primary is part of Endeavour Learning Trust and has thrived as part of a successful family of schools. Our children are hardworking, enthusiastic and keen to work with their teachers and the support staff to get the very best out of each and every day at school.

Ours is a happy school; we work together for the good of the team and we are a team where everyone is valued as an individual. In our school we have high expectations but also a pragmatic emphasis on challenge and support. This counts for children and staff, teaching and non-teaching, everyone wants the best for everyone else.

In our team, our staff are committed to improving the experience of our children with a genuine desire to help them become the best person they can be. They are wholly optimistic and driven to making the school the very best it can be. Underpinning all we do is a commitment to developing the children in our school to become kind, well rounded and confident learners. We want to develop young people who believe in, and have the skills, to realise their own worth and potential.

The Trustees and our Local Academy Council are extremely proud of the school's journey and successes to date. We are committed to promoting an ethos and culture of high aspiration and celebration, whilst providing a friendly and inclusive environment underpinned by a pastoral care system that values every member of the school community.

At the core of these roles lie curriculum and teaching and learning. The successful candidates will have experience of leading a broad, balanced and inspiring curriculum and high quality teaching and learning. Most important to this end is a genuine sense of collaborative effort. The impact of the curriculum will be evidenced through the analysis of student performance and outcomes.

If you would like to visit us or if you would like to discuss any aspect of this post further, please do not hesitate to contact us.

Yours faithfully,

Mrs Jinnie Payne
Headteacher

Nursery Administrative Assistant

Part time, Permanent

Grade 4 SCP 4-6

FTE £24,404 - £25,183

Are you a highly organised, friendly, and detail-driven person who loves keeping things running smoothly behind the scenes? We're looking for a proactive Admin Assistant to join our vibrant team, playing a key role in supporting our nursery and wraparound care.

At Churchtown Primary School, we're more than just a school—we're a thriving, friendly community that values teamwork and a positive environment. No two days are the same in this fast-paced and rewarding role. From liaising with families and updating key systems, to coordinating holiday club promotions and managing vital records—you'll be at the heart of the action, helping everything run like clockwork.

What We're Looking For:

- Strong administrative and organisational skills.
- Excellent written and verbal communication.
- Ability to manage multiple systems and software platforms (experience with Arbor, or Ovivio is a plus).
- High attention to detail and accuracy in data handling.
- A friendly, professional manner with parents, staff and visitors.
- Previous experience in an educational or childcare setting is desired, but not essential.

Why join us?

- Join a truly supportive and encouraging team
- Full and continued support from specialist staff within Central Trust team.
- Access to the Local Government Pension Scheme – 18% employer contribution!
- Free on-site parking
- Access to Viv-up Employee Benefits scheme
- Access to Blue Light Card with thousands of discounts and savings on big brands!
- A modern, well-resourced school environment
- 24/7 access to employee wellbeing package
- Encouragement of further and continued professional development
- 50% off Endeavour Children's Holiday Camps

This post is part time (21 hrs), permanent and term time only plus 4 weeks, working hours are negotiable and to be agreed at interview, but between the hours of 8:15am to 4:30pm, across 3 to 4 days per week.

HOW TO APPLY

To apply, please complete our online application form and include a personal statement to support your application and outline the relevant skills and experience you can bring to Endeavour Learning Trust.

Applications should be submitted by 9.00am on Monday the 1st of June 2026

Interviews are to be held on Wednesday the 3rd of June 2026

If you require any further information please contact our Operations Manager, Claire at c.pearce@churchtown.org.uk

SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.



JOB DESCRIPTION

- To provide first-class customer service
- Provide general administration duties as required, including reception duties, filing, post, word processing, telephone duties, input on a range of databases and other tasks within the scope of the pay grade.

Main Duties & Responsibilities:

- Distribute all required documentation to parents, including data collection forms, consent forms, welcome packs, uniform information, and eligibility code declarations.
- Communicate effectively with parents, carers, staff, and external agencies to ensure smooth day-to-day operations.
- Complete and confirm parent contracts in a timely manner.
- Send "New to Nursery" welcome letters to incoming families as required.
- Represent Churchtown Primary School during Open mornings and evenings, parental tours and arrange the planning to ensure the smooth running of these events.
- Update nursery registers as and when required ensuring enrolment patterns are accurate, including existing and new applicants.
- Input and maintain accurate data collection and consent information within Arbor.
- Communicate relevant medical information to the medical team and nursery leadership.
- Upload and maintain child information on Ovivio, including attendance patterns, funding status, and funded/non-funded hours.
- Manage and update funding patterns on both Ovivio and Arbor as children's eligibility changes.
- Liaise with the local authority regarding headcounts, late starters, Disability Access Funding (DAF), and Early Years Pupil Premium (EYPP).
- Provide parents with guidance and support relating to Arbor access and documentation.
- Complete administrative tasks relating to consumables letters and payment setup ensuring communication is provided to Parents
- Generate and issue invoices to parents via Ovivio.
- Review procedures regarding outstanding balances, ensure that Parents keep on top of payments at all times
- Add All Year Round (AYR) children to Ovivio during school holiday periods, ensuring charges are made.
- Manage placement patterns for Snowdrops and Buttercups rooms and support forecasting of occupancy and staffing requirements.
- Plan ahead with holiday provisions for both nursery & wraparound, ensuring effective communication with Parents regarding places, charges, logistics
- Organise nursery staff holidays, including tracking allocations, arranging cover, and ensuring compliance with staffing ratios and qualification requirements.
- Maintain and update wraparound care documentation and ensure timely communication with parents.
- Record wraparound care attendance for Buttercups children in registers and Arbor, including tracking funded hours.
- Prepare, revise, and distribute booking and registration forms as required.
- Manage website updates to ensure information remains accurate and current.
- Inform parents about booking procedures and provide guidance on wraparound care processes.
- Collaborate with wraparound care managers regarding availability, medical requirements, and operational updates.
- Add and manage children's attendance patterns and ad hoc bookings within Arbor.
- Coordinate marketing activities for holiday clubs, including designing posters, updating website banners, and posting updates on Arbor.
- Share after-school club activity registers with wraparound staff.
- Provide accurate forecasting and reporting data to the finance team for both nursery and wraparound care provisions.

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PERSON SPECIFICATION

| | KEY CRITERIA | Essential (E)/ Desirable (D) |
|---------------------------------|--|---------------------------------|
| QUALIFICATIONS | GCSE's (or equivalent) in English and Mathematics | E |
| | DBS Clearance | E |
| EXPERIENCE AND KNOWLEDGE | Experience of working with or caring for children of relevant age | D |
| | Experience of working with students with medical needs | D |
| | Experience of working in a school environment | D |
| | Experience of administrative work | D |
| SKILLS AND ATTRIBUTES | Ability to relate well to young people | E |
| | Ability to form effective and appropriate working relationships/boundaries with young people | E |
| | Capable of working effectively as a member of a team | E |
| | Excellent oral and written communication skills | E |
| | Time management skills | E |
| | Ability to prioritise conflicting demands and manage own workload effectively | E |
| | Ability to work accurately under pressure and to tight deadlines | E |
| | Efficient, meticulous and well organised | E |
| | Knowledge of concept of confidentiality | E |
| | Standard office practices and procedures | E |
| | Accuracy and attention to detail incorporating good numeracy and literacy and IT skills | E |
| | Adaptable with a flexible approach to work | E |
| | Maintain effective working relationships with school, staff and students and those encountered in the course of work | E |
| | Communicate with the public in a courteous and professional manner in writing, by telephone and in person | E |
| | Respond rapidly and accurately to situations | E |
| | Able to use own initiative and work independently with general supervision | E |
| | Understand and carry out written and oral instructions | E |
| | Operate a computer and other standard office equipment | E |
| | Possess cultural awareness and sensitivity | E |
| | Ability to deal with confidential matters in a professional manner and to maintain confidentiality | E |
| OTHER | Clearance through the Disclosure and Barring Service | E |
| | Compliance and adherence to the documents 'Keeping Children Safe in Education', 'Guidance for Safer Working Practice' & 'Guidance for Conduct' | E |