



Admin/Receptionist



Dear Applicant,

Thank you for your interest in the Admin/Receptionist position at Tarleton Academy.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about 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 in the Trust.

Our Trust is a mix of good schools and schools which have been in challenging circumstances. Where there has been work to be done, the impact has been rapid and significant. We are committed to growing our Trust further and we are strengthening our central team to ensure we have the capacity to continue to support where we are needed most. All of our schools and our staff provide us with rich opportunities to learn from and with each other.

We strive to ensure that our family ethos is tangible; that we work as a team; that we want the best for everyone. We are also staunch in our commitment to working in a way which protects the wellbeing of our staff; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, collectively, in our classrooms, staffrooms, schools, our central team and across the Trust.

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', with a stylized flourish at the end.

David Clayton
Chief Executive



**BURSCOUGH
PRIORY ACADEMY**



**BRINDLE GREGSON
LANE PRIMARY**



**CHURCHTOWN
PRIMARY SCHOOL**



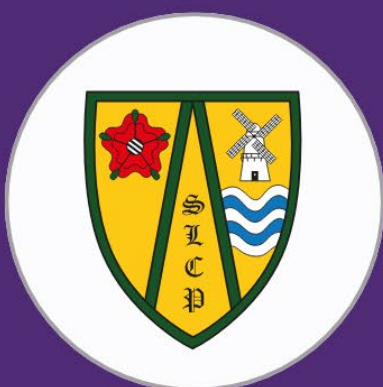
**NORTHBROOK
PRIMARY ACADEMY**



**TARLETON
ACADEMY**



**LINAKER PRIMARY
SCHOOL**



**STRIKE LANE
PRIMARY SCHOOL**



**WELLFIELD
ACADEMY**



**ORMSKIRK
SCHOOL**

Why join Endeavour?



Fantastic pension schemes:
Teachers Pension Scheme and
Local Government Pension
Scheme



Access to 24/7 SAS
Health & Wellbeing service.
Counselling, Physiotherapy,
Private Medical and more



Free membership with
Vivup Employee Benefits,
Lifestyle Savings & Cycle to
Work Scheme



Automatic pay progression for
both Teaching and Support staff
in line with their grading
structure



Excellent CPD Offer for all
colleagues to truly support each
stage of your professional
development



Our Trust values guide
everything we do, creating
purpose and a supportive
workplace.



Term time only contracts
OR 26 days annual leave
PLUS bank holidays. 32 days
following 5 years' service



We honour continuous service
with other local authorities or
multi academy trust



Access to our Learning
Management System and
flexibility around CPD to allow
you to learn at your own pace

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.

Dear Applicant,

Thank you for your interest in the Admin/Receptionist position at Tarleton Academy.

At Tarleton Academy, our vision of "Igniting Excellence and Empowering Individuality" is at the heart of everything we do. We are committed to fostering a culture of high aspiration, where every student is encouraged to achieve their full potential and every staff member is supported to excel in their role.

We take immense pride in the significant progress we have made since our new leadership team established itself in 2024 and we remain dedicated to delivering the very best for every student. At the same time, we are unwavering in our commitment to achieving excellence in a way that prioritises the wellbeing of both our staff and students. Our ambition is to thrive—individually and collectively—within our classrooms, staffrooms, schools, and across the Trust as a whole.

We are proud to benefit from our state-of-the-art building, which serves as a central hub for leisure and learning within the local community. Our modern facilities provide an exceptional environment for both students and staff, ensuring that teachers have well equipped classrooms designed to support high-quality teaching.

I often describe Tarleton as an exciting place to be, and that has never been truer than it is today. Every day, we take meaningful steps to enhance the school experience for our 700+ students, ensuring they receive the very best in education and personal development. The #TeamTarleton motto is embedded in everything we do, creating an environment where both students and staff feel valued, supported, and inspired to succeed.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mr S Parker

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

Headteacher

Admin/Receptionist
Part time, Permanent
Grade 4 SCP 4-6
FTE £25,185 - £25,989
£13,328.42 - £13,753.91

Tarleton Academy is looking for a proactive, personable and highly organised individual to join our thriving office team. As the first friendly face that parents, students and visitors meet, you will play a key part in creating the welcoming atmosphere our school is proud of. This is a fantastic opportunity for someone who enjoys working in a busy, people-focused environment and who can bring positivity, professionalism and a genuine desire to support our school community. You will help ensure our reception area runs smoothly, reflect the values of Tarleton Academy in every interaction, and uphold the highest standards of safeguarding as you guide visitors through their first steps into school life.

As a member of our front office, you will:

Front Desk & Reception Duties

- Act as the first point of contact for parents, visitors and callers, ensuring a courteous, calm and friendly service at all times.
- Ensure all visitors follow safeguarding and security protocols, including signing in/out and adhering to school procedures.
- Maintain a welcoming and professional reception area.

Administrative Support

- Work as an effective member of the Administration Team to support the wider needs of the school.
- Carry out a range of administrative tasks including filing, post handling, word processing, telephone enquiries, database entry and general office duties appropriate to the role.

This post is part time (22hrs), permanent and term time only plus two weeks. Working hours are Wednesday to Friday 8:00am-4:00pm (3:30pm finish on Fridays)

HOW TO APPLY

Please complete our online application form in full, along with a personal statement to support your application and outline the relevant experience you can bring to Endeavour Learning Trust.

Applications should be submitted by 9am on Friday 12th December 2025

Interviews are to be held on w/c 15th December 2025

If you require any further information, please contact A Vose, Operations Manager at a.vose@tarletonacademy.org

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

ADMIN/RECEPTIONIST



Job Purpose

- To provide first-class customer service
- To provide the day to day operations of the student and visitor reception desks.
- 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 Activities

- To ensure the provision of a pleasant and efficient reception as first point of contact for parents and all visitors to the school (including asking people to sign in and out and giving visitors a badge), carried out within line with the schools Safeguarding policy.
- To ensure that all visitors to the school are received professionally.
- To ensure that the front of house presents a smart, professional and positive image to all visitors.
- To deal with queries and provide information and advice about the school and school activities for parent, pupils and visitors in person, by telephone and by e-mail.
- Coordinate and deliver induction processes for supply teachers, ensuring a smooth onboarding experience.
- Draft and issue suspension letters and other formal communications to parents, maintaining confidentiality and professionalism at all times.
- Prepare and distribute whole-school letters, briefing notes, and other key communications as required.
- Take accurate and detailed minutes for meetings, ensuring timely distribution and follow-up on actions.
- Support the planning and organization of events in the school calendar, including logistics, scheduling, and communication with stakeholders.
- Raise and track finance orders, ensuring proper documentation and compliance with school finance procedures.
- Provide administrative support during staff recruitment and interview processes, including scheduling, document preparation, and candidate coordination.
- To answer the telephones courteously and with sensitivity and confidence, using initiative as required and forwarding detailed messages as appropriate.
- To lead in the production and standardisation of school forms.
- To maintain office supplies and first aid equipment, re-ordering as necessary.
- To provide First Aid to all students as necessary in a sympathetic and efficient manner, ensuring a record is logged of all incidents and the Accident Book is completed for more serious injuries.
- To administer medicines to any children as required by the parent/carers and maintain the rota of those qualified to administer first aid.
- To maintain a log of all accidents to pupils, staff and visitors, ensuring that monitoring procedures and adhered to and appropriate actions taken and ensure the school's first aid boxes are adequately stocked.
- To manage the appearance of the School's front of house which includes, general office, parent meeting rooms, foyers, medical room and entrance.

- To undertake a variety of shared general school administrative jobs when staff absence necessitates.
- To undertake lunchtime duties
- To attend staff training as appropriate
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the school's health and safety rules, reporting any health and safety concerns to the Trust's Estate Manager.
- To work within the Trust's policies and procedures
- To contribute to the provision of an effective environment for learning
- To support and encourage the Trust's ethos and its objectives, policies and procedures.
- To uphold the Trust's policy in respect of child protection and safeguarding matters
- Undertake any other duties reasonably requested by the Headteacher

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PERSON SPECIFICATION

	KEY CRITERIA	Essential (E)/ Desirable (D)
QUALIFICATIONS	NVQ Level 2 or 5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	D
	First Aid Qualification (qualification not essential at point of application as training will be given if required)	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 relevant classroom/service environment	D
	Experience of administrative work	E
	Experience of supporting pupils with challenging behaviour	D
	Experience of working within a school environment	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