



NORBRECK PRIMARY ACADEMY

JOB APPLICATION PACK

Administration Assistant 2



Required from:	1 st September 2025
Scale:	Grade C, Point 5-6
Salary:	£24,790 - £25,183 pro-rata (FTE)
Contract Type:	Temporary (1 year). Will be reviewed
Hours:	27.5 hours (Monday- Friday: 9:00am- 2:45pm) Term Time
Closing Date:	Friday 11 th July 2025, 12 noon

NORBRECK PRIMARY ACADEMY

Whatever we do, we do it well.

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Headteacher's Welcome

Dear Applicant,

Are you looking for a rewarding administrative role within a vibrant and supportive school community?

Norbreck Primary Academy is seeking a dedicated Administrative Assistant to join our team. This is a fantastic opportunity to develop your skills and make a real difference in our large, well-regarded primary school.

The staff of Norbreck are hardworking, professional and dedicated and aim to give their best to meet the needs of our large school. Every child is valued and nurtured, each member of staff plays their part in this.

Our school motto, "Whatever we do, we do it well" applies not only to children but to staff too and to be a "Norbrecker" staff and children are encouraged to be hardworking, resilient, kind, respectful and enthusiastic.

We look forward to receiving your application.

Your faithfully,

Ian Cooper
Headteacher



About Norbreck Primary Academy

Norbreck Primary Academy is a three-form entry primary school serving the Norbreck community to the north of Blackpool. Norbreck Primary School was opened in 1934 and converted to an academy in 2012. The school is almost unrecognisable for the original 1934 building, benefiting from major redevelopments over the years.

Families and visitors often comment on our friendly, approachable 'family atmosphere', and we are proud to call ourselves 'Norbreckers'. We have been at the heart of the community for 90 years and we have a strong reputation for providing a quality broad and balanced education and experiences for all our children.

Our school motto is 'Whatever we do, we do it well', a philosophy and desire that underpins every aspect of school life and the ambition we have for our children.



JOB DESCRIPTION

Job details

Administration Assistant 2

Salary: Grade C Point 5-6 £24,790 to £25,183 pro-rate (FTE)

Hours: 27.5 hours (Monday-Friday: 9.00am to 2.45pm) Term Time

Contract type: Temporary (1 Year) – will be reviewed

Reporting to: Business Manager and Headteacher

Main purpose

The administrative assistant is responsible for supporting the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents/carers, visitors and other stakeholders, so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

Duties and responsibilities

General administration

- Update manual and computerised record/information systems
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents and carers
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

Attendance administration

- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed

Reception

- Act as the first point of contact for parents/carers and visitors arriving at the school
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support they need

Written communication

- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, parent communications app, social media posts, etc.) to parents, staff and other stakeholders
- To prepare the weekly school newsletter
- Assist with marketing and promoting the school

Finance

- Enter data into the school's finance systems and produce reports as necessary
- Collect, record and issue receipts for payments from parents and carers
- Carry out financial administration in line with the school's procedures

Safeguarding

- Control access to the school in line with the school's safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- Administer the school's filtering and monitoring system for online safety, and escalate any safeguarding concerns following the correct safeguarding procedures

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role

Norbreck Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• First aid training (or willingness to complete it)• GCSE English and maths (or equivalent)
Experience	<ul style="list-style-type: none">• Carrying out administrative tasks• Dealing with face-to-face and telephone interactions• Working with children or young people• Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none">• Good oral and written communications skills• Ability to respond quickly and effectively to issues that arise• Ability to plan, organise and prioritise to meet deadlines• Ability to use own initiative and take action accordingly• Excellent attention to detail• Ability to use IT packages i.e. SIMS, Parentpay, Parentapp, word processing, spreadsheets and presentation software,• Ability to use relevant office equipment effectively• Ability to build effective working relationships with colleagues• Understanding of data protection and confidentiality• Understanding of safeguarding
Personal qualities	<ul style="list-style-type: none">• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality• Embraces change well• Deals with difficult situations effectively

Pay and Conditions

Safer Recruitment

Norbreck Primary Academy is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our pupils and staff and therefore have a rigorous process that includes assessing candidates' suitability to work with children.

We are committed to safeguarding and promoting the welfare of pupils and expect all staff and volunteers to share this commitment. All staff are required to hold an enhanced DBS Disclosure. To comply with Safer Recruitment Guidelines, CVs will not be accepted. Appointment will be made subject to satisfactory references, DBS and Medical clearance procedures

Equal Opportunities

We believe that all individuals are of equal value, and we are committed to equal opportunities for all. All people who work and study at the school have the right to be respected and valued within a safe and secure environment and not be discriminated against on the grounds of age, class, race, disability, sexual orientation religion or belief.

The successful applicants will have the opportunity to apply to join the Local Government Pension Scheme, which provides a variety of index-linked benefits.

New entrants to Norbreck Primary Academy are subject to a six-month probationary period.



Application Procedure

Application forms are available on the school website:

<https://www.norbreck.blackpool.sch.uk/page/?title=Vacancies&pid=30>

Completed application forms and covering letters should be returned by email to:

admin@norbreck.blackpool.sch.uk or by post to:

Mr. Ian Cooper (Headteacher)
Norbreck Primary Academy
Norbreck Road
Thornton-Cleveleys
FY5 1PD

Closing Date: Friday 11th July 2025 12 noon

Interviews: Tuesday 15th July 2025

Applicants are advised that following shortlisting they will be contacted with further details about the interview process.

Please contact the school on 01253 852219 or email admin@norbreck.blackpool.sch.uk for further information.

Thank you for the interest you have shown in this vacancy.

