



Great Malvern Primary School
Part of the Mercian Educational Trust

Administrative Assistant

18th December 2025

Closing Date: 17th January 2025
Start Date: 24th February 2025
Headteacher: Sarah Green
CEO: Dafydd Lawday





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Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Administrative Assistant at Great Malvern Primary School, part of the Mercian Educational Trust. We are a growing and ambitious school with the most amazing children and a fantastic and supportive staff team who offer our pupils engaging and inspiring learning opportunities every single day.

Are you motivated, enthusiastic and be able to work with and support a range of people? Have you got excellent interpersonal and communication skills and can be flexible in your approach to the wide range of duties the post entails? Are you flexible, innovative and able to use your initiative?

We are looking for an administrator who will fit into our dynamic and hardworking School Office. Working in the hub of a busy school, we are looking for somebody with great interpersonal and organisational skills; who is flexible in their approach and who is able to prioritise tasks and workload.

If you want to find out more about our school, you may choose to view our website www.greatmalvernprimary.com/ or our very active social media feeds. Visits to the school are welcomed - it would be a pleasure to meet you and to show you around our wonderful school.

Yours faithfully,

Mrs Sarah Green



Are you the Administrative Assistant we are looking for?

Are you efficient, friendly, and passionate about providing an excellent support service to our children, staff and visitors?

Have you got excellent organisational and interpersonal skills?

Do you have the ability to multitask in a varied role?

- Great Malvern Administrative Assistants are excellent communicators, who work efficiently in a team.
- Great Malvern Administrative Assistants are positive people, committed to the school's vision and values, and ultimately, the children in our school.
- Great Malvern Administrative Assistants are personable; they get on very well with colleagues and other stakeholders, and demonstrate excellent problem-solving and organisational skills.





The Recruitment Process

Closing Date: Friday 17th January 2025

All applicants are required to fully complete the Mercian Educational Trust application form which can be found on the [MET website](#). Completed applications should be emailed to our School Office at gmpsoffice@metacademies.org.uk or delivered to the school office. Applications in any other format will not be accepted.

Applicants must enclose details of two references. These must be recent; usually one will be a current employer who can comment on your suitability to work with children, however, if this is not possible, this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all short-listed candidates and require both references to be received before the interview. We may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicant's suitability for the post linked to the job description and person specification. Please ensure your application matches these requirements. The closing date is Friday 17th January 2025 at 3pm. Applicants will be invited to interview via email following shortlisting, with the interview date planned for Wednesday 22nd January.

Please contact our School office on 01684 574219 or via email at gmpsoffice@metacademies.org.uk for further details or if you have any questions.

Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check





About Our School

Great Malvern is a growing primary school that has a nurturing and forward-thinking philosophy. We are proud of our inclusive ethos and value all members of our school community. We aim to give all children an excellent start in life by ensuring they receive an outstanding education and have the opportunity to undertake a wide range of experiences.

As an early academy convertor, we are one of the founding schools in Mercian Education Trust, a small Trust comprising of five Worcestershire schools, over 6 sites and one Herefordshire school.

Our local community is mostly settled, and there are strong family connections with the school. It is not unusual for parents, grandparents, and even great grandparents of pupils to have attended Great Malvern. A large majority of staff employed in school have either attended Great Malvern, had their own children in school, or live close by.

We are proud of the way our learners are prepared for the next phase of their education and beyond, promoting our *ALIVE* curriculum model which encourages Aspirational, Linked, Inclusive, Varied and Engaging learning, enhanced by a balanced and interesting enrichment programme of additional experiences and visits.

Great Malvern School has powerful global links with Martinshamba Primary Schools in Tanzania, and this makes a direct contribution to our creative and enriched curriculum.





About Our School



Key Information about our school	
Type of school	Primary Academy
Age Range	Nursery from 2 years 9 months School is 4 -11
Location	Lydes Rd, Malvern WR14 2BY
Trust	Mercian Educational Trust
Number of children	337
Number of classes	Nursery and 14 classes
Average class size (primary)	24
Last Ofsted Inspection	September 2024
% eligible for Pupil Premium Funding	53%
% of children with SEN	16%
% of children with EAL	2%





Job Description

Job Title: Administrative Assistant

Salary Scale Point: Scale 3 SCP(5 to 6) 25 hours (£14,391.60 to £14,619.75)

Employer: Mercian Educational Trust

Closing Date: Friday 17th January 2025

Interview Date: Wednesday 22nd January 2025

Starting Date: Monday 24th February 2025

Details of the Post

25 Hours per week

Term time only

The role will be offered on a permanent basis

Job Purpose

To organise and provide school administrative and financial support services to ensure the efficient day-to-day operation of the school.

This post requires the ability to perform a role that involves frequent contact with children

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

You must be able to perform a role that involves constant contact with children





Main Areas of Responsibilities

- Complete tasks which require a good standard of practical knowledge and skills.
- Demonstrate creativity within the general framework of recognised procedures.
- Have contact with other people relating to issues which are generally not contentious but where the outcome may not be straightforward.
- Provide advice and/or guidance to others regarding school issues that are less well established.
- Work within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.
- Have responsibility for the accurate handling and security of small sums of cash, cheques or financial resources.
- Promote and enact safeguarding the welfare of children and young persons with whom you come into contact

Specific Responsibilities

- To promote a friendly, inviting and professional and courteous environment as the first point of contact for visitors to the school.
- Deal with complex reception/visitor etc. matters
- Organise school trips/events etc.
- Administration of recruitment and other personnel procedures
- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required





Specific Responsibilities continued

- Undertake word-processing and complex IT based tasks
- Provide administrative and organisational support to other staff
- Undertake administration of procedures
- Complete and submit forms, returns i.e. school census and nursery funding portal, including those to outside agencies e.g. DfE
- Undertake the administration of Finance systems i.e. Hoge portal and Fees and Charges
- Provide advice and guidance to staff, pupils and others
- Administrate use of school facilities i.e lettings
- Assist with marketing and promotion of the school
- Undertake financial administration procedures as per the trust finance & HR handbook
- Managing the admin and usage of the minibus
- Administrator of school newsletter
- Administration of room booking including liaising with outside agencies for pupil health checks done within school
- Complete general office duties including school photocopying
- Ensure the admin office & reception area is kept tidy and presentable at all times
- Update school website.





Specific Responsibilities continued

- To participate in the school's staff appraisal system as appropriate
- To take responsibility for promoting and safeguarding the welfare of children and young people
- To present the best possible image of the school in general, and, in particular, in all contact and communications with the general public, visitors, parents, students, customers, suppliers and all other external organisations.
- To undertake training and staff development as needed and as determined by Trust and school management.
- To undertake such other duties, commensurate with the post, which your managers, or other members of the Senior Management Team may reasonably and occasionally require.

Supervision Received

The postholder is directly responsible to the Senior Administrator

Support and challenge will be provided by:
Headteacher

Phase Leader/Senior Teacher
Senior Leadership Team consisting of
Headteacher, Deputy Headteacher,
Assistant Headteachers

Principle Contacts

Headteacher
Deputy Headteacher
Assistant Headteachers
Phase Leader/ Senior Teacher
All teaching staff
All support staff
Parents and Carers
MET colleagues





Person Specification

Experience and Education

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Training and qualifications	Essential	Desirable
GCSE/O-Level equivalent: Maths and English Grade C+	✘	
Vocational qualification in finance or administration		✘
Experience, knowledge and understanding		
Good literacy and numeracy skills	✘	
Good organisational skills	✘	
Ability to build effective working relationships with pupils and adults	✘	
Able to communicate efficiently with parents, pupils and other stakeholders as necessary	✘	
Willing to work closely within a team offering support to other team members	✘	
Prepared to learn administration of new software	✘	
Aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, financial standards and data protection	✘	
Able to work well under his/her own initiative	✘	
Accurate and proficient in all tasks demonstrating attention to detail	✘	
Capable of meeting strict deadlines	✘	





Person Specification Characteristics and Competencies

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Characteristics and competencies	Essential	Desirable
Ability to promote the school's aims positively.	✘	
Ability to develop good personal relationships within a team; making an effective contribution to high morale.	✘	
Commitment to safeguarding pupils' wellbeing and equality	✘	
Boundless enthusiasm, determination and drive to inspire others to achieve high standards	✘	
Reliable and punctual	✘	
An appetite and stamina for challenging work	✘	
A solution-focused mind-set and determined "no-excuses" approach to tasks	✘	
A personable nature to build effective relationships with parents and all members of the school community	✘	
A lively, creative and good-humoured approach to all aspects of school life	✘	
Ability and keenness to promote the school's positive culture and ethos	✘	





Benefits of Working with Mercian Educational Trust

Salary Sacrifice Schemes

Cycle to work, Electric Vehicle Leasing, and Tech Benefits

Employee Health Assistance

Our employee assistance programme gives you access to confidential, independent, and unbiased information and guidance 24/7. Employees also have access to the Wisdom App which supports wellbeing and mental health.

Career Progression

We want to encourage the career progression of our employees wherever possible, and we support staff who wish to move between our schools and the central teams when suitable roles arise.

Pension

As a teacher, you will automatically enroll into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.

Collaboration

All employees have opportunities for collaboration, CPD and access to support from the central team. Teaching staff also have opportunities for guidance in all areas of the curriculum and assessment and sharing good practice.

Eye tests and Flu Jobs

All employees can access free eye tests and annual flu jab.

Free Car Parking

All employees have access to free car parking on or near the school premises.

Childcare – Wraparound discount

Employees can access wraparound care provided at any of our schools at a reduced rate of 50%. Please note: Discounts do not apply to Nursery provisions.

