

# **Administrative Assistant**

## **Candidate Information Pack**

### **The Beacon CE Primary School**



# About Liverpool Diocesan Schools Trust

## We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

## What is our Purpose?

**Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.**

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

## What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
- We celebrate **diversity**, **address inequality**, **overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.
- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.

- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

## Our Core Values

### We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

### We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

### We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

### We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

**We are a fully inclusive organisation and encourage applications from individuals from minority communities.**

# The Beacon CE Primary School



## About The Beacon CE Primary

The Beacon CE Primary School is a popular and successful school situated in the heart of Everton. As a church school our Christian vision and values underpin everything we do for our whole school community to flourish.

Our aim is to develop the whole child and prepare our children for lifelong learning. We have high expectations of every child and know that their potential is infinite. We want children to have a happy, safe, and caring environment in which to learn and prepares them to be confident and happy citizens, encouraging perseverance and a desire to succeed.

We are incredibly proud of our INSPIRE curriculum which provides high quality learning in an inclusive nurturing environment enabling all children to thrive and 'live life in all its fullness.'

## School Priorities

This year, our school priorities are:

- **Leaders** promote a culture of continuous school improvement impacting **positively on outcomes** and **empowering pupils to be courageous advocates**.
- To ensure teachers check pupils' understanding and adapt their **teaching** to meet pupils' needs.
- To develop a strong **culture of positive behaviour** and **high attendance** for all pupils.
- To continue to embed our **inclusive practices to positively impact on pupils learning and well-being**.
- Pupils develop detailed knowledge and skills across the INSPIRE **curriculum** and assessment is used effectively.

## Our Christian Vision

### ***Learning Together, Following Jesus***

Jesus said, "I am the light of the world. Whoever follows me will have the light of life." **John 8:12**

Jesus is the light we follow to provide our children with as many opportunities as possible for a positive future. Through living out our Christian Values, we grow as a strong community. We have high aspirations for both ourselves and the children and believe in being committed to the development of every child at our school, demonstrating love and respect daily.

# Job Description

Title:	Administration Assistant
Salary:	NJC Scale 3 5-6 £25,583 - £25,989 FTE
Hours:	Full time/Part time (both will be considered) Term time only
Accountable to:	School Business Manager/Office Manager
Location:	The Beacon CE Primary

## Main Purpose

Under the guidance of senior staff be responsible for the undertaking of administrative, financial, and organisational processes to ensure smooth and efficient operation of the school administration.

## Organisation

- Undertake reception duties, answering routine telephone and face-to-face enquiries from staff, pupils, parents/carers, and visitors to the school.
- Ensure the signing in and out of pupils and visitors complies with the school's safeguarding procedures.
- Monitoring gate/door access system for all staff, pupils, visitors, including contractors, to the school site.
- To provide advice and guidance to visitors, members of the public, contractors etc.
- To support with daily attendance of pupils including recording attendance in EdGen and First Day Response.
- To assist with the planning, booking, and organising of school trips and visits.
- To assist with pupil first aid/welfare duties, liaising with parents/carers and or staff.
- To be a designated person to administer first aid.

## Finance

- Undertake general financial administration e.g. processing orders and invoices.

- Manage the school meals, trips and extended school activities registers and payments.
- Manage and keep up to date the school's online payment system.
- Provide general finance support to Office Manager and School Business Manager.

## **Administration**

- Provide general administrative support e.g. photocopying, filing, scanning etc.
- To respond promptly and efficiently to all internal and external correspondence/enquiries.
- Undertake word processing and other ICT based tasks including the production of letters, reports, schedules, orders etc.
- Maintain manual and computerised records and/or management information systems e.g. EdGen (pupil data), SIMS Finance (order/invoice processing) and the schools online payment system.
- Maintain and collate pupil records within Iris EdGen and other MIS systems ensuring all information is complete and up to date, including school census information and records routinely required by the local authority and DfE.
- Take notes at meetings and circulate to attendees, e.g. staff meetings.
- Sorting and distributing the internal and external mail.
- Provide routine clerical support in relation to the production and distribution of specific materials, e.g. school newsletters, school prospectus, standard letters etc.

## **Resources**

- Operate office equipment e.g. laptop and photocopiers in accordance with manufacturer's instructions.
- Liaise with contractors to ensure that school equipment e.g. photocopiers are in working order and running efficiently.
- To maintain stock and supplies of resources. Place orders, receive goods in and ensure correct goods received, update the schools finance system and distributing resources as required.

## **Support for the School**

- Be aware of and comply with school policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Completed appointed First Aid at Work training as required.
- Be aware of and support inclusion to help ensure everyone has equal access to the services of the school and feels valued whilst respecting their social, cultural, linguistic, religious, and ethnic background.
- Contribute to the school and Trust ethos, aims and development/improvement plan.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities, including performance management as required.

All staff are required to safeguard and promote the welfare of children and young people and follow school policies and staff Code of Conduct.

The post holder may reasonably be expected to undertake other duties commensurate with the duties and responsibilities of the post.

**Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.**

Please visit: <https://www.beaconceprimary.co.uk/page/safeguarding-including-e-safety/30888> to view our Safeguarding policies and procedures.

# Person Specification

Criteria	Essential (E) or Desirable (D)
<b>Qualifications &amp; Training</b>	
<ul style="list-style-type: none"> <li>Level 2 qualification or equivalent in Maths and English</li> <li>Willingness to participate in relevant training and development opportunities</li> </ul>	E E
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience of clerical/administrative/financial work</li> <li>Knowledge of relevant codes of practice and an awareness of relevant legislation</li> <li>Experience of working in a school environment including the use of Iris EdGen</li> <li>Knowledge and experience of the use of Microsoft Packages including Outlook, Word and Excel</li> </ul>	E E D E
<b>Skills/Knowledge</b>	
<ul style="list-style-type: none"> <li>Literacy skills to be able to communicate effectively</li> <li>Numeracy skills to be able to undertake routine financial administration</li> <li>Excellent interpersonal skills with the ability to be able to communicate effectively with parents/carers, pupils, colleagues, governors, and external agencies</li> <li>The ability to work as part of a team – communicating openly and interactively, listening carefully to others and valuing their opinion</li> <li>The ability to stay calm in difficult situations</li> <li>Good time management skills, to include the ability to adjust to constantly changing work demands and to be able to meet deadlines</li> <li>Ability to share skills and knowledge within the workplace and provide advice and guidance to others</li> </ul>	E E E E E E E
<b>Professional Values and Practice</b>	
<ul style="list-style-type: none"> <li>Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration</li> <li>To be able to work collaboratively with colleagues both within school and other organisations, and carry out the role effectively, knowing when to seek help and advice</li> <li>Able to improve their own practice through observations, evaluation, and discussion with colleagues</li> </ul>	E E E
<b>Special Requirements</b>	
<ul style="list-style-type: none"> <li>Willingness to undertake appropriate first aid training</li> </ul>	E



# How to Apply

## Application Process

The application process for this role is a 2-stage process:

- Application form
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to a lesson observation initially and then interview.

To ask any questions, or to submit your completed application form, please email [recruitment@beacon.ldst.org.uk](mailto:recruitment@beacon.ldst.org.uk) or call 0151 263 4206.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date:** Monday 23<sup>rd</sup> February 2026

## **Our Trust Prayer**

Heavenly Father,  
Let peace, friendship and love grow in our schools.  
Send the Holy Spirit to give  
excellence to our learning  
love to our actions and  
joy to our worship.  
Guide us to help others,  
so that we may all  
Learn, Love and Achieve, Together with Jesus.  
Amen