



APPLICATION PACK

ADMINISTRATIVE ASSISTANT

WALMSLEY CE PRIMARY SCHOOL



THE **BISHOP FRASER** TRUST
A CHURCH OF ENGLAND MULTI-ACADEMY TRUST

WELCOME

Dear Applicant,

I'm delighted that you are thinking about joining us. The Bishop Fraser Trust is a Multi Academy Trust which was set up on the 1st December 2017. Our family of schools are as follows:

- St James's Church of England High School (11-16)
- Canon Slade School (11-18)
- Bolton St Catherine's Academy (3-16)
- Bury Church of England High School (11-16)
- St Catherine's Church of England Primary, Horwich (3-11)
- Walmsley Church of England Primary School (3-11)
- St Margaret's Church of England Primary, Heywood (3-11)
- Turton and Edgworth Church of England Methodist Primary (3-11)



At The Bishop Fraser Trust, our vision is to ensure all our communities experience **'LIFE IN ALL ITS FULLNESS'** (JOHN, 10:10).

For our pupils, this means an unwavering commitment to ensuring our pupils attain the outcomes they need to lead a happy life, but also that they have been immersed in a wide range of experiences both within the taught curriculum and through enrichment opportunities. This is so they will leave us knowing how they might best lead a life in its fullness. This also means knowing how to navigate setbacks and harder times.

For our staff, we know they cannot achieve life in its fullness if they are not fulfilled at work. We know our staff have great moral purpose, so for our staff we need to ensure we are providing an environment where they feel great job satisfaction and know that we will invest in their own career pathways, in the same way they are doing so for our children.

For our parents and carers, we know that they cannot live life in their fullness if they feel that their own child is not able to thrive in their school community. To this end, we need to work with all our parents in a partnership to remove any barriers which are hindering their children flourishing. We know our children very well, but the real expert is the parent/carer and we recognise this.

For our communities, we want our mission to reach beyond the school gates and even beyond our family homes. At The Bishop Fraser Trust we believe that we should be adding value to our communities. All our children will engage with community social action while they are with us. This is because we want to ensure that they develop a sense of pride and agency in their community and a sense of civic duty. This will ultimately help develop, sustain and improve our communities.

What this means in practice:

If we are serious about this (and we are), this meant that when deciding on the next set of goals for our strategy, they needed to reflect that personal development of our children was as important to us as their educational outcomes. Therefore, perhaps unusually in such an

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attainment driven system, we have collectively set goals for our schools around enrichment experiences and social action, as well as the value we add to ensuring that our young people will remain in either education, employment or training, long after they leave us. This, we know, will only happen if we have taught our children successfully on how to navigate setbacks through a rich personal development and character education programme.

We are an outward facing Trust and constantly look to learn and collaborate with others. We also have an excellent provision via our Train Teach Lead Partnership (TTLP), which offers excellent CPD and school to school support. Our links with Manchester Diocese, GMLP and the Bolton Learning Partnership continues to be strong.

Our employees are very important to us as we rise or fall by the professionalism and dedication of our staff. As such, I place great importance on continuous professional development for all staff members and have always strived to create a culture where our educators know that if they go the extra mile for our children, we will do the same for them.

Educational attainment is important to me, I want to make sure we are opening all doors for our children. However, as important to me is children's personal development. I firmly believe that character education is a cornerstone in the development of well-rounded, responsible, and empathetic individuals who will go on to make meaningful contributions to our world. In this way we prepare our pupils to lead 'life in all its fullness'.

When recruiting, we always look for people who share these beliefs. If this strikes a chord with you, then we would love to hear from you.

Tuesday Humby

Chief Executive Officer



WELCOME TO WALMSLEY CE PRIMARY SCHOOL

A WORD FROM HEADTEACHER JO ATHERTON

Thank you for your interest in joining Walmsley CE Primary School. It is a real pleasure to introduce our school community to you.

At Walmsley, we are incredibly proud of our warm, nurturing ethos where every child is known, valued, and encouraged to flourish. As a Church of England primary school, our Christian values underpin all that we do, shaping a culture of kindness, respect, and aspiration. Visitors often comment on the strong sense of belonging that is felt as soon as you walk through our doors.



Our children are enthusiastic, curious, and eager to learn. They take pride in their school and consistently demonstrate excellent behaviour and attitudes. We are equally proud of our dedicated and supportive staff team, who work collaboratively to create engaging, high-quality learning experiences that inspire pupils to achieve their very best.

Walmsley CE Primary School is a place where innovation is encouraged. We are committed to providing a broad and exciting curriculum enriched with opportunities beyond the classroom — from outdoor learning and creative arts to sporting events and community projects. We believe in developing the whole child and ensuring that every pupil leaves us with the confidence and skills to succeed in the next stage of their education.

We also place great emphasis on staff development and wellbeing. Joining our team means becoming part of a supportive, forward-thinking environment where your professional growth is valued and nurtured. We actively encourage new ideas and are always looking for passionate individuals who are keen to make a difference.

This is an exciting time to join our school as we continue to build on our strengths and look ahead with ambition. We are seeking individuals who share our commitment to excellence, our passion for education, and our belief in the potential of every child.

If you are enthusiastic, motivated, and ready to contribute to a vibrant and caring school community, we would be delighted to hear from you.

We hope this pack gives you a sense of what makes Walmsley CE Primary School such a special place to work and learn. I warmly invite you to apply and look forward to the possibility of welcoming you to our team.

Ms Atherton
Headteacher

WHY WORK FOR THE BISHOP FRASER TRUST?

PERFORMANCE DEVELOPMENT

At The Bishop Fraser Trust, we focus on **growth and supporting your professional development**. That's why we've replaced traditional appraisals with a more supportive approach:

No Formal Appraisals – Say goodbye to rigid performance reviews.

Performance Development – Ongoing support to help you succeed, not just a once-a-year check-in.

Touchbase Opportunities – Regular, informal check-ins during your workday to discuss progress, goals, and support needs.

We believe in continuous development and real-time feedback to help you thrive.

AUTOMATIC PAY PROGRESSION FOR ALL

We believe in recognising and rewarding your hard work. That's why we offer **automatic pay progression** for all employees. As you grow with us, your reward grows too—without the need for negotiations or uncertainty.

Clear and Fair Growth – Your pay increases automatically at set milestones.

No Unnecessary Hassle – No need to request raises; they're built into your journey.

Commitment to Your Success – We value long-term dedication and make sure it's reflected in your earnings.

LEADERSHIP DEVELOPMENT OPPORTUNITIES

At The Bishop Fraser Trust, we invest in your future. Our **Leadership Professional Development Programmes** are designed to help you grow, lead, and succeed.

Tailored Leadership Training – Develop the skills to take your career to the next level, with our Into SLT, Aspiring Leaders Programme, Into Deputy and Into Headship programmes.

Real Growth Opportunities – Clear pathways to leadership roles within the Trust.

Ongoing Support & Mentorship – Learn from experienced leaders and gain valuable insights.

Whether you're aspiring to lead or looking to enhance your leadership skills, we provide the tools and support to help you **reach your full potential!**

EQUALITY, DIVERSITY, AND INCLUSION

Our strategy underscores the importance of **weaving equality, diversity and inclusion** throughout all our work. While we acknowledge that there is more to be done in this area, we are committed to the process of inclusion, and the continuing focus on removing barriers to participation and access, alongside the focus on recruitment and support of a diverse workforce.

Become a more diverse organisation at senior levels - We welcome applications from black and ethnic minority candidates who are currently underrepresented.

We always hire on merit – We welcome discussions around flexible working. We believe in the power of our people and their potential to make a positive impact on the lives of our pupils.

Join us in shaping a brighter future for education, where **everyone is valued and empowered** to succeed.

ABOUT OUR TRUST

The Bishop Fraser Trust was established in December 2017. We came together to support one another and enhance our schools' communities to enable all of our young people to experience **'LIFE IN ALL ITS FULLNESS'** through an excellent education based on our Christian values.

We are dedicated to the Bolton and Bury areas. All our schools can be reached within 20 mins from our Central Office, which is based at Bolton St Catherine's Academy.

Our strategic growth plan aims to expand our primary sector to around 4 / 5 schools in the next few years and establish the primary trust offer. We would also consider further growth in our secondary sector.

Our vision is: allow all young people to experience **'LIFE IN ALL ITS FULLNESS'** (John 10:10), no matter what their starting point. Our Trustees' work focuses on how we operate as a Christian Trust through our four values of:

WISDOM

COMMUNITY

HOPE

DIGNITY

These values are the basis of all decision making and are woven through each of the schools' personal core values. We work collaboratively at all levels: Executive Team, Strategic Leadership Group, Senior Leader Teams, Departmental Hubs and with our large body of associate support staff. What is clear is that together we are stronger. Our teams now share best practice at all levels, benefitting our young people's education, both academically, spiritually and culturally and their own professional development.

Developing our workforce is so important to us. We have a legacy teaching school which we have retained, the Train Teach Lead Partnership (TTLP), a standalone centre based at St James's CE High School with a Director to oversee all aspects. The Director of Teaching and Learning works closely with TTLP. Through TTLP, we support the Trust with:

- Support the training and development of new teachers through our Initial Teacher Training Programme and will continue in partnership with local universities. The Trust successfully appoints ITT candidates, who have completed their training through the TTLP.
- NPQs & Apprenticeships.
- SLT, Trustee, Governor, Middle Leader & Support Staff Training.
- School to school support, both in the Trust and the local area, where we have 50+ SLEs registered.

Affordable cost of living: compared to some of the bigger cities in the UK, the cost of living in Bolton is relatively affordable.

Convenient transportation: Bolton has good transportation links, with easy access to the M60, M61 and M62 motorways and regular train services into Manchester City Centre.

LIVING AND WORKING IN BOLTON

Affordable cost of living: compared to some of the bigger cities in the UK, the cost of living in Bolton is relatively affordable.

Convenient transportation: Bolton has good transportation links, with easy access to the M60, M61 and M62 motorways and regular train services into Manchester City Centre.



Beautiful green spaces: Bolton has a range of beautiful parks and green spaces, such as Heaton Park, Jumbles Country Park and Rivington and Moses Gate Country Park. These offer an opportunity to escape from the hustle and bustle of daily life, and enjoy nature walks, picnics, or outdoor activities. The local moorland is exceptional.

Cultural attractions: Bolton is rich in industrial history and has several museums, galleries and historical landmarks that showcase this proud heritage. Bolton has an excellent theatre, The Octagon. Manchester offers a huge array of culture and arts programmes. There is also a plethora of eating places, country pubs and activities. Bolton runs the UK Iron Man competitions in July and there is the Food Festival in August.



Academic institutions: There are great links with universities in the area, such as Manchester University, MMU and Salford.

Job Description

Job Title:	Administrative Assistant	Department/ Group:	Support Staff
Level/Salary Range:	Grade D SCP 6 – 11	Reporting to:	Business Operations Manager
Contract term:	Permanent Term Time plus 2 days	Hours per week:	37 hours

Safer Recruitment Statement:

The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Vision Statement:

“To allow all children to experience ‘life in all its fullness’ no matter what their starting point” by:

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

All staff employed by the Bishop Fraser Trust are required to:

- Uphold and promote the Trust’s vision.
- Uphold and promote the Christian ethos of all schools within the Trust.
- Support and contribute to the achievement of all students academically and pastorally.
- Support and contribute to the Trust’s responsibility for safeguarding all students.
- Undertake professional training to enhance personal development and job performance.
- Comply with all Trust and individual school policies and procedures, including safeguarding, child protection, health, safety and security, confidentiality and data protection.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members, treating everyone with dignity and respect.
- Share best practice, expertise and skills with others.

Main Objectives of Role:

- Providing professional, courteous and customer focussed reception and back office administrative services to all stakeholders maintaining appropriate levels of confidentiality.
- Ensuring all visitors are subject to the required safeguarding checks before allowing unrestricted access to the Academy.

Job Description:

Organisation:

- Maintaining the main office area and associated areas in good order (Clean and tidy and displayed information is current and professionally presented)
- Report immediately to the Administration/Office Manager any visitors that enter the building without reporting to reception or if any inappropriate behaviour is exhibited by any visitors
- Ensuring all relevant resources are prepared in advance and to hand to process visitors in a timely and efficient manner
- Ensure all visitors entering the building meet the school's safeguarding requirements, know the school's emergency evacuation procedure and are issued with a visitor badge and instructions.
- Pass on messages to colleagues in other areas of school promptly and accurately

- Assist with the organisation of school events such as parents' evenings, awards events, open evenings, trips and transition activities.
- Be the lead fire warden for the Assembly Point.

Administration:

- Greet visitors to the school in a warm, calm, friendly manner keeping them updated and following through with the person they are meeting if they are running late and the visitor is left waiting for more than a short time.
- Answer telephone calls, take messages and ensure queries are responded to in a timely manner.
- Check the school's central email address for messages, responding to routine enquiries and forwarding more complex enquiries to the right person.
- Maintain manual and computerised record/information systems including scanning and uploading documents on the schools MIS
- Produce lists/ information/ data as required e.g., student data, allergy and health information.
- Record attendance for students arriving late to school or liaise with the Attendance Officer to record students arriving late to school.
- Use the MIS to monitor the messaging inbox and send messages to parents and staff
- Use the school's payment system to provide parents with log-in information and answer queries where appropriate
- Respond to requests for support from colleagues and contact the relevant member of SLT/staff on call to respond when support is requested e.g., first aid / SLT /pupil support /safeguarding
- Make telephone calls to parents to check attendance at parents' evenings, trips etc
- Undertake typing and word-processing and other IT based tasks such as printing and distributing letters
- Provide administrative and organisational support to all stakeholders as directed by the Business Operations Manager
- Assist in the sorting and distribution of incoming mail and the preparation of outward mail.
- Maintain stock of administrative supplies

General:

- Work collaboratively with a range of internal and external partners, demonstrating a positive 'can do' attitude and working as one team for the wider 'Walmsley Family'.
- Limited flexibility with working hours including assisting with after-school events and on occasions other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that the school strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation.
- Meet regularly with the Business Operations Manager

All staff at the Bishop Fraser Trust will:

- Seek to be positive and build up the common good through their own individual contribution to the life of their school.
- Offer ideas and suggestions for making things better.
- Engage actively in the appraisal and performance review process.
- Seek to develop a better work/life balance.
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request to undertake work of a similar level that is not specified in this job description.

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- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

If appointed, the successful applicant must be aware that the principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required.

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:

March 2026

Person Specification

Categories	Essential / Desirable
Professional values and practices	
Ability to build and maintain successful relationships with parents and students, treat them consistently with respect and consideration and demonstrate concern for their development as learners.	E
Commitment to the School's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work.	E
Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.	E
Able to liaise sensitively and effectively with parents and carers, recognising their role in student learning.	E
Able to improve their own practice through evaluations and discussions with colleagues.	E
Flexible, with an ability to be able to embrace and generate change.	E
Personal Qualities	
Self-motivated and personally resilient.	E
High levels of personal integrity, discretion, honesty, reliability and self-awareness.	E
Conscientious and diligent work ethic.	E
High standard of personal presentation with an excellent attendance and time-keeping record.	E
Exacting standards, with high levels of attention to detail and accuracy.	E
Patience, kindness and understanding.	E
Professional Dispositions	
Pro-active in using initiative.	E
The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focusing on meeting customer needs and satisfaction.	E
Maintains a positive outlook at work.	E
Willingness to take a hands-on approach as necessary.	E
Flexibility, on occasions and within reason, in approach to working hours.	E
Ability to work under pressure to meet specified deadlines, in a situation with frequent interruptions	E
Qualifications	
Maths and English Grade C/Level 4 or above or equivalent demonstratable experiences.	E
L2 Business administration NVQ or equivalent	D
Be willing to train as a Fire warden and First Aider if it is required	E
An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding.	E
Experience	
Providing reception/administration service	E
Working in a team environment in an administrative capacity	E
Working within a school environment	D
Experience of using Microsoft Office software	E
Experience of using a MIS	D
Experience of school finance packages	D

Categories	Essential / Desirable
Skills and Knowledge	
Ability to swiftly adapt and utilise new systems and software	E
Ability to communicate and build rapport with staff, parents and young people	E
Ability to remain calm and diffuse the confrontational material in an appropriate sensitive way.	E
The ability to manage highly confidential material in an appropriately sensitive way	E
The ability to answer and make telephone calls warmly, confidently and professionally, as well as dealing with enquires efficiently and effectively, ensuring all subsequent actions are completed within appropriate timescale	E
Strong organisational skills and the ability to plan and prioritise work in order to meet deadlines	E
Friendly, professional with the ability to 'connect' immediately with customers, making them feel valued and important while demonstrating a solution focussed attitude	E
Safeguarding of Children and Young People	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E