



Waterloo
Primary Academy

RECRUITMENT INFORMATION
&
APPLICATION PACK

Administrative Assistant
Waterloo Primary Academy



Zest
Academy
Trust

Administrative Assistant Part Time & Permanent

Dear Prospective Candidate,

Zest Academy Trust is seeking to appoint a driven, dynamic, and committed Administrative Assistant. The successful candidate will be required to work within a busy school office. The administrative function of the school is essential in ensuring whole school success.

Waterloo Primary Academy is a three-form entry primary school with its own nursery, situated at the very heart of an area of significant deprivation in Blackpool.

Warm and respectful relationships between staff, pupils and families are at the heart of this welcoming school. Pupils are happy. They benefit from strong pastoral support provided by caring and knowledgeable staff.

Ofsted 2023

We are a passionate team, who are fully committed to the journey of improvement that we have embarked upon and who are determined to ensure that every child at Waterloo, regardless of their background, has the opportunity to ***achieve amazing things!***

We are looking to appoint an Administrative Assistant who has:

- English and maths GCSEs grade 4 or above (or equivalent)
- excellent communication skills
- the ability to work under pressure
- excellent attention to detail
- the ability to deal with difficult situations effectively

In return, we can offer you:

- a caring and safe school with a warm and nurturing ethos
- a dedicated and supportive Leadership Team that challenges itself every day to make a difference to the lives of our children
- friendly, supportive colleagues who work exceptionally hard and are committed to providing high-quality education and experiences for all
- a strong safeguarding and pastoral team
- happy and enthusiastic pupils, who are very proud of their school
- rich, high-quality professional development
- access to a bespoke wellbeing programme
- automatic enrolment to the LGPS Pension Scheme
- a skilled and enthusiastic Governing Body, who are dedicated in their support of the school
- the opportunity to make a huge difference to the lives of the children and families we serve

After reading the above, and looking at the job description provided, we hope that you are encouraged to apply.

Kind regards,

Handwritten signatures of Jenny Brown and Mark Hamblett.

Jenny Brown & Mark Hamblett
Headteacher CEO Zest Academy Trust

Vacancy: Administrative Assistant

Grade: B scp 2-4

Salary: £23,656-£24,404 FTE (actual Salary: £11,894-£12,270)

Hours: 21.75hours - 8am-4pm Wednesday-Friday (45mins unpaid lunch)

Contract: Permanent

Required from: ASAP

Closing date: Tuesday 22nd April 2025 (noon)

Shortlisting: Wednesday 23rd April 2025

Task and interview: Thursday 8th May 2025

How to Apply:

The job description, person specification and application form are available to download from the school website <https://waterloo.zestacademytrust.co.uk/our-vacancies/> or alternatively, contact the school office on 01253 315370.

Please return your completed application form and a succinct covering letter of application (max. 2 sides of A4) via email to: **Mrs Nicola Lea, Chief Operations Officer** HR@zestacademytrust.co.uk

If you have not been contacted within two weeks of the closing date, you can assume that, on this occasion, your application has been unsuccessful.

We look forward to receiving your application. If you have any questions regarding the post, please contact the Headteacher, Jenny Brown on 01253 315370.

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

The Trust and Governing Body adopt a positive attitude to the employment of Disabled Persons and guarantee an interview to those who meet the essential criteria of the person specification.

*Waterloo Primary Academy is committed to safeguarding and promoting the welfare of children/vulnerable adults. This post is subject to satisfactory three-year reference history, Disclosure & Barring Service (DBS) check (previously CRB check), medical clearance, evidence of essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act. **Please note, CVs are not accepted.***

Online searches will be conducted on shortlisted candidates. Please see Zest Academy Trust Recruitment and Selection Policy for further details (located on our school website). <https://waterloo.zestacademytrust.co.uk/our-vacancies/>

Waterloo Primary Academy is part of **Zest Academy Trust** which promotes its own set of values which we believe in.

- 🌀 Zest will promote a love of learning, have a constant focus on teaching and assessment and will effectively manage all its resources
- 🌀 Zest will prepare our children for life's challenges by creating innovative, safe learning environments that challenge preconceptions and expectations
- 🌀 Zest values each member of the Zest learning community by trusting, supporting and treating each other with dignity and respect
- 🌀 Zest will enable our family of schools to maintain and develop their own school identity, sharing innovative practice and support
- 🌀 Zest will enable staff to develop professionally and share their enthusiasm and love of learning with the children in their care
- 🌀 Zest leaders and teachers will share expertise and experience within the Zest community and will collaboratively support professional development and build effective learning capacity
- 🌀 Zest will always challenge to improve



Job description

Title of Post	Administrative Assistant
Grade	Grade B scp 2-4
Hours	21.75hours (Wednesday-Friday 8am-4pm (45min unpaid lunch))
Weeks	Term time only
Weeks per year payable	44.6weeks (paid in 12 equal payments) <i>(38 weeks worked, 6.6weeks paid holiday including bank holiday pro rota'd)</i>
Reporting to	Business Manager

Purpose of the Job

The Administrative Assistant is responsible for support the administrative 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.

Main Duties

- Update manual and computerised record/information systems
- Update and maintain the school calendar
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents
- 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

Reception

- Act as the point of contact for parents 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

Safeguarding

- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, checking DBS certificates and recording on the single central record. 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.

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, social media posts etc) to parents, staff and other stakeholders

Other Areas of Responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's policies
- Contribute to the safety of children and young people and protect them from harm

Collaborative Working

- Liaising and responding to queries from external bodies, governors, staff, members of the public and other agents on behalf of Academy employees

Other

- To carry out duties of the post in accordance with the Data Protection Act, the health and Safety at Works Act and other relevant legislation as well as the Governing Body Policy
- To support the Trust's commitment to safeguarding and promoting the welfare of children in the Academy
- To adhere to all procedures within the Academy to ensure the safety of all children
- Attend meetings as determined by the Business Manager/Head of School
- To undertake other duties appropriate to the post as directed

Staff development

Participate in training, other learning activities and performance management, as may be reasonably directed

Quality assurance

Review one's practice to ensure that standards are maintained

Management Information and Administration

- Be responsible for keeping and updating records as agreed with the Office Manager/CFO/COO, contributing to reviews of systems/records as requested

Communications

- Maintain positive communications with visitors and within school

Marketing & Liaison

- Establish constructive relationships with parents/carers and visitors

Corporate Responsibility

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person/body
- Be aware of, and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the Trust
- Ensure that positive professional behaviours are modelled at all times
- Appreciate and support the role of professionals and support staff.
- Attend and participate in relevant meetings as may be reasonably required.
- Actively promote the Trust's corporate policies.
- Comply with the Trust health and safety policy and to the overall ethos/work/aims of the school

Safeguarding

The Trust 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

Other Specific Responsibilities

- Carry out the duties in the most effective, efficient, and economic manner
- To continue personal development in the relevant area
- To participate in the staff review, and appraisal process

General Statement

This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It is current at the date shown, but in consultation with the post holder, may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.

Approved date: March 2025

Person Specification

Personal Attributes required	Essential (E) or Desirable(D)	Identified by:
Qualifications		
<p><i>The successful candidate will have:</i></p> <ul style="list-style-type: none"> • First aid training (or willingness to complete it) • Safeguarding • Maths & English (Grade 4 or above) 	<p>D</p> <p>D</p> <p>E</p>	<p>Application</p> <p>Application</p> <p>Application</p>
Experience		
<p><i>The successful candidate will have experience:</i></p> <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 	<p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/interview</p> <p>Application/interview</p>
Knowledge/Skills/Attributes		

<p><i>The successful candidate will have:</i></p> <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 including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build excellent working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding 	<p>E E E E E D E E E E</p>	<p>Application/interview Interview Interview Interview Interview Interview Interview Interview Interview</p>
<p>Personal Qualities</p>		
<p><i>The successful candidate will have:</i></p> <p>Commitment to promoting the ethos</p> <ul style="list-style-type: none"> • 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 • Flexible 	<p>E E E E E E E</p>	<p>Interview Interview Application/Interview Interview Interview Interview Interview Interview Interview</p>