



# Administrative Assistant – School Office

## Recruitment Pack





Dear Applicant

Re: Administrative Assistant – School Office

Thank you for your interest in our Administrative Assistant – School Office position at Weetwood Primary School. We are a happy, thriving school with a passion for creative teaching, lifelong learning and providing memorable experiences for our pupils.

Our vision is to serve our community by developing happy, confident, resilient children. Creating independent learners with an inclusive world-view through a broad and balanced curriculum, delivered by talented and engaged staff, enabling all to achieve their full potential.

We are looking for an inspirational and highly motivated practitioner who is passionate about working with children and who can work collaboratively with our class teachers and support staff to deliver high-quality provision.

This is an exciting opportunity for the successful candidate to develop and build on their experience, with access to relevant CPD and the support of a collaborative staff team. Our Governing Body is knowledgeable, efficient and focussed on raising standards and is incredibly supportive of the school. We also have an active PTA, that raises significant funds and maintains a strong relationship with the leadership team. In short, Weetwood is a vibrant, happy and stimulating place to work, and an excellent prospect for anyone looking to further their career.

I hope that, after finding out more about our school, you will feel encouraged to apply for this post.

Yours faithfully,

Mrs Anna Ellison

Headteacher



## School Mission Statement and Aims

**Respecting each other,  
Expecting our best,  
Learning in a happy school.**

**'Taking PRIDE in all we do'**

**Positivity, Respect, Inclusivity, Determination and Excellence.**

We feel it is our task to identify the needs of pupils and help them to

- Develop values and attitudes such as self-respect, curiosity, open-mindedness, justice and fairness;
- Develop skills for intellectual, physical, emotional and social learning;
- Acquire knowledge in a way that encourages concept formation, independent learning and self-assessment;
- Be properly equipped with the skills they will need to have control over their own lives and environment, and to be able to take a positive role in the community;
- Acquire the skills and knowledge necessary for now and for their future family, community and work roles;
- Begin to understand the complex world in which they live;
- Become aware of their environment, locally, nationally and globally, of its ecological importance and the influences of human beings upon it;
- Appreciate, and develop the confidence to contribute to human achievements;
- Value and have confidence in themselves, to care for others and recognise our human interdependence as individuals, groups and nations;
- Learn important social skills through interaction with others, thus enabling them to take responsibility for their own actions and become aware that these have an effect on the wider environment.

**At Weetwood Primary School:**

- We promote a love of learning within a safe and happy school, in which every person is included and special.
- We provide a creative and challenging curriculum in order to develop children's confidence, self-esteem and academic achievement.
- We work in partnership with governors, parents and our local community and celebrate success in all we do.
- We aim for all pupils to feel secure and happy, with a view to fulfilling their true potential. We believe that happy children learn well.
- We aim to create an environment where children develop the confidence to think for themselves, develop independence and enjoy their time at school.
- We encourage the children to be actively involved in developing learning skills and ideas, in order that they can work and achieve to the best of their ability.
- All children are set challenging, yet achievable targets and play an active role in evaluating their progress.
- We aim to teach the following values to the children throughout their journey at Weetwood.



## The Application Process

Interested candidates are welcome to contact Mrs Mackinnon for further information on the post on 0113 3230450 or at [bursar@weetwoodprimary.co.uk](mailto:bursar@weetwoodprimary.co.uk).

Visit our website [www.weetwoodprimary.co.uk](http://www.weetwoodprimary.co.uk) for more information about Weetwood Primary School.

Shortlisted candidates are welcome to visit the school.

### How do I apply?

Please complete the relevant application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed etc.). Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. We require details of two referees, one of which must be your current or most recent employer; if you currently work in school, the reference must be from the Headteacher. Please provide their names, email addresses and daytime contact numbers.

### Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post in a covering letter of no longer than one side of A4 detailing your experience and why you are an ideal candidate.

**CVs are not accepted as part of the application process.**

### Where and when do I need to send my completed application?

Your completed application form and covering letter should be emailed to [bursar@weetwoodprimary.co.uk](mailto:bursar@weetwoodprimary.co.uk)

**School Visits:** Tuesday 21 April 2026 at 15:45 or Thursday 23 April 2026 at 09:30

**Closing date:** Friday 24 April 2026 at 12:00

**Shortlisting:** Monday 27 April 2026

**Interview Date:** Friday 01 May 2026

**Job Start Date:** As soon as possible

### When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. We are unable to contact all applicants, but all shortlisted candidates will be contacted by email or phone within 72 hours of the closing date. If you have any queries on any aspect of the application process or need additional information please contact the School Office.



## **Vacancy Advert:**

**Post:** Administrative Assistant – School Office

**Salary:** NJC Grade B3 Spinal Points 7-11 (£26,403-£28,142) depending on experience

**Contract Type:** Permanent

**Contract Term:** 37-hours per week term-time only

**Responsible To:** School Business Manager

**We are seeking an exceptionally organised Administrative Assistant to join our dedicated and supportive administration team. This is a key role within the School Office, central to ensuring the smooth and efficient running of our school.**

The Administrative Assistant will provide high-quality administrative support and deliver excellent customer service to our school community. The role is fast-paced and wide-ranging, requiring outstanding organisational skills, confidence in prioritising competing tasks, and the ability to maintain a calm, professional approach at all times.

This position is ideal for someone who enjoys a diverse workload and thrives in an environment where no two days are the same.

Main requirements of the post include:

- Strong administrative and IT skills, with excellent attention to detail, high accuracy in data entry, and the ability to meet strict deadlines.
- An approachable and confident manner, enabling effective communication with parents and carers, pupils, staff and visitors.
- A commitment to maintaining confidentiality and supporting the school's safeguarding responsibilities.

If you are someone who:

- Has a friendly, caring nature and enjoys working with children.
- Works well as part of a team while also using initiative to complete tasks independently.
- Is highly literate with exceptional attention to detail.
- Can communicate effectively with both adults and children.
- Is flexible and adaptable in response to changing priorities.
- Is highly organised and efficient, confident in multitasking and managing competing deadlines.
- Enjoys a varied role in a busy, fast-paced school environment.

...then we would love to hear from you.



What we can offer you:

- A friendly and supportive team committed to achieving high standards for every pupil.
- A happy, welcoming school environment where staff enjoy coming to work.
- A dedicated senior leadership team and governing body.
- Strong commitment to professional development, including opportunities for new responsibilities and ongoing training.



## **Enhanced Disclosure:**

Thank you for your interest in this post at Weetwood Primary School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the school complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service (DBS) and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service (DBS) Code of Practice of Disclosure Information.

If your application is shortlisted for interview, you will be required to complete a self-disclosure form which must be returned to us at least one day prior to interview. If we do not receive this, we reserve the right to withdraw the offer of interview. If your application is successful and proceeds to conditional offer stage, you will receive further information on how to complete the Enhanced Disclosure.

**We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.**



## **Job Description**

**Post:** Administrative Assistant – School Office

**Job Purpose:** The Administrative Assistant plays a vital role in ensuring the smooth and efficient operation of the school office. The postholder will provide high-quality administrative support across a wide range of tasks, helping to maintain well-organised systems and processes that underpin the daily running of the school. By delivering accurate, timely administration and offering a welcoming, professional service to pupils, staff, parents and visitors, the Administrative Assistant contributes directly to creating a positive, well-supported school environment where teaching and learning can thrive.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **General Administration**

1. Maintain accurate and up-to-date manual and computerised information systems enabling preparation of essential statistical data returns.
2. Ensure records are kept in compliance with the school's record retention schedule, data protection legislation, and confidentiality requirements.
3. Update and maintain the school calendar.
4. Assist with managing the school's email inboxes, ensuring timely responses and forwarding messages to relevant staff.
5. Manage and process completed forms from parents and carers.
6. Provide general administrative support, including filing, printing, photocopying. Maintain the readiness of use of printers and photocopiers, resolving any issues as necessary.
7. Organise and distribute incoming and outgoing mail.
8. Support staff by providing administrative assistance as required.
9. Book and monitor staff training courses.
10. Operate relevant ICT packages (e.g. Word, Excel, MIS platforms, spreadsheets, internet, mail merge) and report any technical issues.
11. Assist with organising and booking events such as parents' evenings, open days, meetings and school visits, including room setup, equipment and refreshments.
12. Support the maintenance and development of the school website, including updating information and importing/exporting data.
13. Assist with the regular review and updating of business process guides, ensuring they reflect current practice and support efficient working for all processes, procedures and school systems.



14. Support the School Business Manager with correspondence, enquiries and administration in their absence.

#### **Attendance Administration**

15. Monitor and maintain accurate pupil attendance records, producing reports as required.
16. Record and follow up pupil lateness and absence, contacting parents/carers and ensuring safeguarding procedures are followed.
17. Oversee daily school meal orders, including managing dietary requirements, cancelling meals due to absence, and supporting packed lunch provision for educational visits.
18. Review termly pupil meal requirements and monitor eligibility for free school meals.
19. Monitor and maintain staff attendance records, including processing timesheets and supporting payroll input when required.

#### **School Office and Relationships with Parents and the Wider Community**

20. Act as the first point of contact for parents, carers, visitors and pupils, providing a welcoming, professional and supportive service.
21. Support positive relationships with families by communicating clearly, sensitively and in line with school policies.
22. Respond to telephone and face-to-face enquiries efficiently and professionally, seeking support from colleagues where necessary.
23. Respond to messages promptly and accurately, passing information to relevant staff.
24. Provide information and support to staff and pupils as needed.
25. Liaise with external agencies and services as directed, maintaining confidentiality at all times when handling information relating to pupils, families and staff.

#### **Administering First Aid and Medication to Pupils**

26. Provide timely, appropriate first aid to pupils in line with school policies and recognised first-aid procedures, ensuring their safety, comfort, and wellbeing.
27. Administer prescribed and authorised medication to pupils in accordance with the school's medication policy, maintaining accurate records of dosages, timings, and parental consent.
28. Monitor pupils following injury, illness, or medication administration, escalating concerns to senior staff, parents/carers, or emergency services when required.
29. Maintain first-aid supplies, ensuring equipment is stocked, clean, and compliant with health and safety standards.



30. Liaise with parents/carers regarding pupils' health needs, medication requirements, and incidents occurring during the school day.
31. Support the development and upkeep of individual healthcare plans (IHPs) by working collaboratively with staff, parents, and relevant health professionals, as required.
32. Ensure all medical and first-aid information is handled confidentially and stored securely in line with safeguarding and data-protection requirements.

#### **Written Communication**

33. Write and send professional email responses that reflect the school's vision and values.
34. Prepare, update and distribute online and offline communications (e.g. letters, newsletters, social media posts) for parents, staff and other stakeholders.
35. Assist with marketing and promoting the school.

#### **Finance**

36. Carry out financial administration in line with school procedures, assisting the School Business Manager with the operation of financial processes.
37. Monitor and manage stock, obtaining quotes when required, to support the School Business Manager in ensuring best value in line with purchasing processes.
38. Set up payment processes on school systems and track payments made by parents and carers.
39. Support the School Business Manager with financial procedures as required.

#### **Professional Development**

40. Take responsibility for personal professional development and engage fully in the school's appraisal processes and wider training opportunities.
41. Seek opportunities to enhance efficiency and improve administrative processes within the School Office.
42. Attend relevant courses, workshops or briefings to support professional growth and contribute to the wider effectiveness of the team.

#### **Personal and Professional Conduct**

43. Demonstrate professionalism, integrity and discretion in all aspects of the role.
44. Present a calm, courteous and positive manner, even when working under pressure.
45. Manage time and workload effectively, meeting deadlines and maintaining high standards of accuracy.
46. Show reliability and commitment, including good attendance and punctuality.



47. Use initiative appropriately while recognising when to seek guidance or escalate concerns.
48. Build positive working relationships with colleagues, supporting a collaborative and respectful team culture.
49. Comply with school and Leeds City Council policies, including safeguarding, child protection, health and safety, confidentiality, and data protection.
50. Contribute positively to the school's ethos, aims, and wider activities, including attending meetings and training events.
51. Promote equality, celebrate diversity, and challenge discrimination, bullying, harassment, or victimisation in line with school and council policies.

### **Safeguarding**

52. Control access to the school in line with safeguarding procedures, including signing in visitors, checking identification, issuing passes and providing safeguarding and safety information.
53. Remain alert to unknown individuals on site and report concerns in line with school procedures.
54. Work in accordance with statutory safeguarding guidance and the school's safeguarding and child protection policies.
55. Collaborate with the Designated Safeguarding Lead (DSL) to promote pupils' welfare and share concerns appropriately.
56. Take responsibility for safeguarding all pupils and following child protection procedures.

### **Additional Responsibilities**

The duties listed are not exhaustive and may be amended or supplemented to reflect the needs of the school and the grade of the post.



## Personal Specification

### Essential Requirements:

It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate.

Criteria	Qualities
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Minimum GCSE English and Maths (or equivalent).</li> <li>• Experience working in a busy administrative role.</li> <li>• Experience using a range of ICT packages (e.g. Microsoft, databases, email).</li> <li>• Experience maintaining accurate records and handling confidential information.</li> <li>• Experience managing competing tasks and meeting deadlines.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills, with the ability to prioritise effectively in a fast-paced environment.</li> <li>• High level of accuracy and attention to detail in all administrative tasks.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Warm, approachable and professional manner.</li> <li>• Reliable, punctual and committed to high standards of conduct.</li> <li>• Ability to work collaboratively as part of a supportive team.</li> <li>• Flexible and adaptable in response to changing priorities.</li> <li>• Respectful of diversity and committed to promoting equality.</li> <li>• Calm and solution-focused approach when dealing with challenges.</li> </ul>

### Desirable Requirements:

Criteria	Qualities
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Level 3 qualification (or equivalent experience) in a relevant discipline such as Business Administration or willingness to work towards this.</li> <li>• Paediatric first aid qualification (or willingness to obtain).</li> <li>• Experience working in a school or educational setting.</li> <li>• Experience using school-specific systems (e.g. MIS platforms, online payment systems, attendance software).</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of safeguarding responsibilities and willingness to follow school procedures.</li> <li>• Experience communicating with a wide range of stakeholders (e.g. parents, staff, external agencies).</li> </ul>



<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Ability to use initiative while recognising when to seek guidance.</li><li>• Enthusiasm for working in a school environment and supporting children's education.</li><li>• Commitment to continuous improvement.</li></ul>
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