



## Level 2 Administrator

36 hours per week, term time only

To commence as soon as possible

## Plantation Primary School Recruitment Pack



MAXIMISING POTENTIAL



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# Welcome

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Dear Applicant,

Thank you for your interest in the Level 2 Administrator vacancy at Plantation Primary School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team as soon as possible.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Plantation Primary School and the Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr S Hanley  
Headteacher  
Plantation Primary School



# Plantation Primary School

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Plantation Primary School is a vibrant and inclusive primary school located in the heart of Halewood, Knowsley. As we expand from a two-form to a three-form entry school, we are seeking dedicated and passionate educators to join our team. With a commitment to recruiting, nurturing, and developing staff, we offer a supportive and welcoming environment where every team member is valued.

- **Opportunities for Growth:** Join a growing school with a proven track record of staff development
- **A Collaborative Environment:** Work as part of a supportive team with excellent colleagues
- **An Inclusive Community:** Be part of a school that values diversity and inclusion
- **Modern Facilities:** Benefit from a new school building programme and ongoing refurbishments
- **Expansive Grounds:** Utilise extensive school grounds to enhance the learning experience of our pupils.
- **A Network of Support:** Access support and networking opportunities within the Rowan Learning Trust.
- **A Nurturing Restorative Approach:** Embrace a restorative, trauma informed behaviour approach in our school culture.
- **Your Professional Development:** Develop leadership skills as a subject leader and support the wider school.
- **Strong Governance:** Enjoy the backing of a supportive governing body and uphold our Super Values.
- **A Warm Welcoming Atmosphere:** Join a friendly and welcoming school community with supportive staff.

## Why Join Us?

- Make a significant impact in a school that values your growth and development.
- Collaborate with a supportive team and benefit from excellent colleague support.
- Contribute to an inclusive school community that prioritises diversity and equality.
- Work in a modern school environment with ongoing refurbishments and ample resources.
- Utilise extensive school grounds to enhance the learning journey for our pupils.
- Access support and networking opportunities within the Rowan Learning Trust.
- Embrace a restorative behaviour approach and develop leadership skills as a subject leader.
- Join a warm and welcoming school community with a strong ethos supported by our Super Values.
- Enjoy the backing of a supportive governing body committed to your success.



# The Rowan Learning Trust

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The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises nine schools: three high schools, an all-through alternative provision academy and five primary schools. Together we share a set of common values:

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

The Trust in Numbers:

- 4250+ students
- 9 schools
- 10 sites
- 675+ employees
- 5 local authorities
- £37,000,000 annual budget
- 80+ governors



# Job Description

## Level 2 Administrator

Location:	Plantation Primary School, Hollies Road, Halewood, Liverpool, L26 0TH		
Salary:	Grade E (SCP 7-11)		
Working pattern:	36 hours per week, 46 weeks per year (term time only)		
	Monday to Thursday	8:00am – 4:00pm	
	Friday	8:00am – 5:00pm	
	Lunch break	12:00pm – 1:00pm	

## Main Purpose of Post

The main purpose of this post is to provide general, administrative and financial support to the school under the instruction / guidance of senior staff. In this varied and important role, your main duties will be to:

- Manage reception and general office duties, including dealing with telephone and face-to-face enquiries, and being the first point of contact for visitors
- Check and collate registers, including meal numbers for lunches, and follow up on any pupil absences
- Use software such as Google Forms to collect meal choices and application forms for school places
- Liaise with external suppliers, for example milk orders
- Check deliveries against delivery notes and notify the relevant person of their order
- Support the running of the school's PTA (Parent Teacher Association)

## Other Duties

### Administration

- Undertake typing, word processing and other ICT based tasks including the production of letters, reports, schedules etc.
- Provide general admin support e.g. photocopying, filing, emailing, completing routine forms and responding to routine correspondence.
- Maintain manual and computerised records and/or management information systems.
- Maintain and collate pupil reports including PLASC information and that routinely required by the local authority and DfES.
- Take notes at meetings and circulate to attendees e.g. staff meetings.
- Sorting and distributing the internal and external mail.
- Undertake routine administration of school lettings and other uses of school premises.
- Undertake clerical support in relation to examinations and assist in examination invigilation as and when required.
- Provide routine clerical support in relation to the production and distribution of specific materials e.g. school newsletters, school prospectus etc.



## Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing visitors in and out.
- Make arrangements for school trips, visits by the school nurse, photographer, linked schools, parents etc.
- To assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/carers and/or staff etc.
- To co-ordinate the Headteacher's diary including the arrangement of meetings, appointments etc.

## Resources

- Undertake general financial administration e.g. processing orders/payments, petty cash etc, preparing statements for individual budget holders.
- Operate office equipment e.g. photocopier, and ICT packages (word, excel etc.) in accordance with manufacturers instructions.
- Maintain stock and supplies of resources, cataloguing and distributing as required.
- Operate snack or other 'shops' within school.
- Provide general advice and guidance to staff, pupils and others.
- Arrange supply cover for absent staff under the direction of the Headteacher or their designated representative.

## Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school 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.

**Note:** This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.



# Person Specification

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## Communication and influence

- Actively listens to what others have to say and gains support for own opinion.
- Asks open questions and ensures that there is no confusion or ambiguity to the listener.
- Ensures own case is consistent when seeking support.

## Team working

- Demonstrates a non-judgemental approach to the values, views and needs of others.
- Sees other people's points of view and encourages and respects views that are different from own.
- Takes time to get to know people and how they operate.

## Organisational Awareness

- Keeps up to date on changes / new developments in own and other areas of the school's activities and their impact on the school's performance.

## Adaptability

- Supports the change process, remaining positive during times of change.
- Willingly cooperates with others and highlights potential problems in a positive and supportive way.

## Use of technology

- Is able to use and understand the purpose of information communication technology (ICT) and is able to use it for routine and pre-set purposes.
- Is able to share skills and knowledge with colleagues and has a willingness to remain proficient as the technological needs of the school change.

## Professional values and practice

- Ability to build and maintain successful relationships with pupils, treat them consistently with respect and consideration, and demonstrate concern for their development as learners.
- Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.
- Ability to improve own practice through observations, evaluation and discussion with colleagues.

## Experience and knowledge

- Experience of clerical/administrative/financial work.
- Knowledge of relevant policies/codes of practice and an awareness of relevant legislation.
- Appropriate knowledge of First Aid.
- Basic awareness of inclusion, especially within a school setting.





## Qualifications and training

- GCSE Grade C (Grade 4) or above in Maths and English
- NVQ Level 3 in Administration or equivalent qualification or experience.
- Requirement to complete Support Staff Induction Programme.
- Requirement to complete Appointed Persons First Aid at Work training.

## How to Apply

Please submit an application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to [p.robinson@rlt.education](mailto:p.robinson@rlt.education)

Alternatively, send a hard copy to:

Mr S Hanley  
Headteacher  
Plantation Primary School  
Hollies Road  
Halewood  
Liverpool  
L26 0TH

Closing Date: 12pm (midday) on Wednesday 18<sup>th</sup> September 2024.

Interviews will be arranged with candidates who we wish to progress to the next stage of the recruitment process, dates and times TBC.

Plantation Primary School and The Rowan Learning Trust are committed to safeguarding, to promoting the welfare of our children and adhering to the Equality Act 2010 and expects all staff to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996, all prospective employees will be required to supply evidence of eligibility to work in the UK.

We will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

Plantation Primary School is an equal opportunities employer.

The Rowan Learning Trust

Registered Office: Oltec House, 18 Beecham Court, Goose Green, Wigan, WN3 6PR

Company Number 8010464

