



Grade 4

School Administrator

Application Pack

Term Time plus 1 week

Working term time plus one weeks during the course of the school academic year insets, school events (open evening, community bingo) and staff twilights

Platt Bridge Community School

Rivington Avenue, Platt Bridge, Wigan WN2 5NG

T. 01942 487999 | E. info@cfat.org.uk

www.cfat.org.uk



Contents

	Page
Welcome Letters	3
Advertisement	5
Vision and Values.....	7
Job Description.....	8
Personal Specification	10
How to Apply	12

Welcome Letter

Dear Applicant,

Thank you for your interest in the position of School Administrator at our 2-11 Primary School in Wigan.

The school office is vital to our school as it contributes to the overall success of our school through the delivery of providing a high-quality administrative service for pupils, staff and visitors to the school.

The successful applicant will work in a busy school office and with dedicated and highly experienced colleagues joining a school that offers:

- Pupils whose behaviour is excellent and who enjoy learning.
- An exciting and caring environment in which to work.
- A friendly and supportive staff who have high expectations of what can be achieved.
- An ambitious and supportive leadership team with a clear vision for the school.
- High quality support and professional opportunities.
- Governors and Trustees who are extremely supportive of the sole purpose to attain the highest standards in all areas.
- A genuine opportunity to make a difference.

We are seeking to appoint someone who is:

- Ambitious, energetic and enthusiastic
- Committed to delivering excellence
- Self-motivated, has excellent organisational skills and has personal drive to complete tasks to required timescales.

Our vision is a simple one. We want to provide every child with the outstanding education they deserve, and we believe that we can best do this by working together, sharing resources and encouraging excellence as standard. We aim to ensure that every pupil develops as a confident and competent person with the highest aspirations to be the best they possibly can be.

We are always delighted to welcome new and experienced employees into our school trust, as well as the support staff that help our schools to thrive. If you are that individual, with the drive, inspiration and passion for learning and teaching who can work collaboratively with a dynamic Leadership Team to lead us forward into our next chapter, then we would welcome your application.

This is an exciting and very rewarding role, and we look forward to receiving your application.

Yours faithfully

Craig Holden
Chief Operations Officer



Achieve

Ensuring all children have the knowledge, skills and character to shape future success for themselves and their world.



Belonging

Individual schools united through common purpose and shared values.



Collaboration

Sharing good practice, supporting schools, providing opportunities for children, staff and our communities.

Welcome Letter

Dear Applicant

Thank you for your enquiry in relation to our role of School Administrator.

- ✓ **Are you looking to join an ambitious supportive team?**
- ✓ **Are you driven, with determination to work hard?**

We are seeking to appoint an additional administrator to join our highly skilled and enthusiastic main school office team.

This important role includes welcoming visitors to the school, signing pupils in and out, managing the school telephone system, general reception duties and administrative support when required. Excellent communication skills, an outgoing personality and being able to work as a team member in the busy atmosphere of the office are essential as are computer skills, including a knowledge of Microsoft Office or Google Workspace.

In the role you would be instrumental in supporting our amazing pupils, assisting them and our teachers by creating a culture of success, ensuring our pupils have a positive attitude to learning to increase their life chances, attainment and social and emotional development and providing a professional administrative service to our parents, Community, Senior Leaders, and Teachers. We consequently offer a friendly, vibrant working environment with great benefits and opportunities for development and progression for those people prepared to work for it.

What can we offer you?

- A generous annual leave entitlement;
- Access to either the Local Government or the Teacher Pension Scheme;
- Competitive pay, reward and benefits;
- A committed Voluntary Living Wage employer;
- Access to a range of career opportunities;
- Additional staff leave benefits to those in place nationally;

Closing date for applications: 9am on Monday 02nd December 2024

We look forward to receiving your application and thank you for your interest in our Trust and this position.

Should you have any questions about our Trust or School please do not hesitate to contact me on 01942 487999.

Yours faithfully

Mrs Carol Brockbank
Chief Finance Officer /
School Operations Director





School Administrator

Platt Bridge Community School is seeking to recruit a self-motivated, flexible, enthusiastic and reliable School Administrator to join our highly skilled and enthusiastic main school office team to front pupil and main reception and support all in-school administrative and financial services.

We are an innovative team in which work is valued and there is a caring, family ethos. Our work is promoted through the school's values of **P**romotes **B**elief **C**reates **S**uccess 'PBCS'.

This is an exciting new post which is newly created in our friendly school administration team to add additional capacity to our current school administrative team.

The successful applicant will meet and greet our pupils and visitors to school and carry out general clerical and administrative duties within a school environment. Please refer to the job description and person specification for full details of the role and the skills/experience required.

Salary:	Grade 4 SCP 5 to SCP 8
Start Date:	January 2025
Working Pattern:	Monday to Thursday 08:30 to 16:30 and 08:30 to 16:00 on a Friday 37 hours per week Working term time plus one additional week during the course of the school academic year for insets, school events (open evening, community bingo) and staff twilights.
Training:	Access to annual professional learning opportunities.
Closing Date:	9am on Monday 2nd December 2024

To succeed in this role, the successful candidate will be an enthusiastic, motivated, friendly and well-organised individual who is able to work effectively with a range of colleagues as well as self-manage their own tasks and workload.

The successful candidate will have suitable experience working within an administrative environment, preferably in a school administration office. The person appointed will make a significant contribution to the smooth running of this important area of school operations and will be supported by the school Operations Director and wider office team.

The successful candidate will be hardworking, honest, dependable and self-motivated in order to uphold the ethos, aims and values of the School and Trust.

The role will involve:

- Being the first line respondent for whole school general enquiries;
- Providing administrative support across the whole of the school;
- Responding to community, parent/carer, teacher and pupil enquiries;
- Undertaking organisation and administration for school trips and residential;
- Designing and create a range of letters, documents and posters using Microsoft products;
- Updating school databases as required using school-based systems such as Arbor MIS, Class Dojo, Parent Pay, Parago and Financial suites such as PSF, Iris or Access;
- Assisting with school events;
- Liaising with staff, outside agencies, parents and other schools as appropriate.

We're looking for you if you have:

- The ability to effectively manage your own time and prioritise work in a demanding environment;
- High level communication abilities and excellent IT skills in a range of software applications;
- Key attributes include a friendly, yet professional manner, and the ability to maintain confidentiality.
- The ability to work effectively and positively within a team.

For more information, please contact the school on 01942 487999.

We look forward to receiving your application.

Applicants should be aware that Platt Bridge Community School will be joining Achievement Through Collaboration, in February 2025 which is a school trust currently consisting of four strong schools located across the Blackpool, Blackburn, and Lancashire areas.

Achievement Through Collaboration comprises great schools that work together with a shared focus: working together with children at the heart of everything we do.

Community First Academy Trust and Achievement Through Collaboration are committed to rigorous safeguarding procedures and consistently promoting the welfare of children. All appointments will be subject to satisfactory Enhanced DBS Disclosures. Any offer of employment is subject to a satisfactory enhanced criminal record with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of your qualifications satisfactory to the Trust.

In line with Keeping Children Safe in Education 2024, as part of our recruitment process, we will carry out an online search on shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern. If we discover anything during our searches this will be passed on to the recruitment manager and discussed during interview. This role is subject to an Enhanced DBS plus Children's Barred List Check. Pre-employment checks will be undertaken before any unconditional appointment is confirmed.

Vision and Values

The whole purpose of a school is that children come first, and everything we do must reflect this goal. We work strategically together to deliver long-term sustainability through efficiencies and savings that release resources to improve the rate of progress for all our children. This enables us to deliver the excellence in education that our communities deserve by sharing best practices and delivering continuous and sustained improvement.

At Platt Bridge Community School, our vision and values underpin everything we do. Working together, we will make a difference, raising aspirations and improving life chances within a welcoming environment.

We each work according to the school values of **Promotes Belief, Creates Success**. Together, as a school community, we use these values as the basis for our decisions and our behaviour in our school, and we live them out in our daily lives.

Applicants should be aware that Platt Bridge Community School will be joining Achievement Through Collaboration, in February 2025 which is a school trust currently consisting of four strong schools located across the Blackpool, Blackburn, and Lancashire areas.

Achievement Through Collaboration comprises great schools that work together with a shared focus: working together with children at the heart of everything we do.

Within the AtC collaborative network, each school aspires to unlock the full potential of every child. We go beyond test scores, recognizing that achievement encompasses a thriving future.

AtC believe that its pupils/students are empowered not just to succeed but to contribute to a modern Britain and beyond. We foster a culture where well-being, sustainability, and opportunity are attainable for all, regardless of background or obstacles through the values of Achieve Belong and Collaborate.



Achieve

Ensuring all children have the knowledge, skills and character to shape future success for themselves and their world.



Belonging

Individual schools united through common purpose and shared values.



Collaboration

Sharing good practice, supporting schools, providing opportunities for children, staff and our communities.

Job Description

Grade 4 | School Administrator: Job Description

Job Purpose:	To provide routine administrative and financial support to the Head of School, Senior Office staff and leaders in school.
Reporting to:	School Operations Manager / SLT
Liaising with:	Headteacher, SLT, teachers and support staff, Trust representatives, external agencies and parent/guardians
Responsible for - Staff	At time the postholder maybe required to provide some day to day allocation of tasks and checking work of any junior members of office staff.
Salary:	Grade 4 plus automatic enrolment into the CFAT well-being Plan (salary reviewed annually in April)
Working Hours:	Monday to Friday 37 hours per week working 08:00 to 16:30 Monday to Thursday and 08:30 to 16:00 on a Friday. Term time plus one additional week. Annual leave must be taken on all occasions during school closures periods only.
Disclosure level:	Enhanced with Barred list check
Ethos	
<ul style="list-style-type: none"> • Our mission is to ensure that every child develops as a confident and competent person with the highest aspirations to be the best they possibly can be. • Promote the Trust and School by celebrating its success at every opportunity. • Actively support and implement the Trust's corporate policies relating to safeguarding, equality and diversity, inclusion and health, safety and well-being. 	
General	
<p>School Mission Statement Platt Bridge Community First provides innovative opportunities at the heart of the community. Working together we will make a difference, raising aspirations and improving life chances, within a welcoming environment.</p> <p>Aims Platt Bridge Community First is committed to helping each individual achieve the outcomes children and young people believe are key to well-being in childhood and later life.</p> <ol style="list-style-type: none"> 1. We aim to welcome, respect and value each other, ensuring everyone has the opportunity to achieve. We will face challenges and break down barriers together. 2. We will provide a nurturing, safe and accessible environment in innovative facilities for children, families and the community. 3. We aim to raise the aspirations of the whole community by encouraging and enabling lifelong learning opportunities. <p>We aim to provide positive achievable outcomes for all by providing cohesive partnership working which includes shared information, knowledge and skills.</p>	
Main duties/responsibilities	
<ul style="list-style-type: none"> • To undertake a range of administrative, financial and IT based tasks including tasks related to the use of school premises if required. • To take notes/minutes of meetings as required. • To produce financial data and provide reports as required. • To maintain and update manual and computer based MIS records/returns and management information systems to manage, input and extract data/information in order to produce relate reports as request and maintain accurate and up to date school records as required. • To maintain stationery and consumables for the whole school to include ordering equipment as required. • To undertake reception duties and to respond to general enquiries from staff, visitors and parents in a timely and organised way. • To maintain pupil records and any other information as required. • To ensure absences are recorded and co-ordinate issues relating to attendance in line with legal requirement and deal with any related queries and/or signpost to SLT as required. • To arrange and schedule visit to the school from outside agencies as required. • To organise and coordinate supply cover as required by the Head of School. • Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules. 	

- The post holder may be required to undertake pupil first aid/welfare duties including liaising with parents/carers and staff.

In this job you will need

- Excellent customer care skills with a good understanding of customer care principles
- Excellent communication skills with a good level of written, oral and numeracy skills.
- GCSE Maths and English at Grades C / 4 or above (or equivalent).
- Proven experience of working on a Reception or similar setting.
- Knowledge and experience of a various software packages i.e., Microsoft word and Excel.
- Willingness to work on school inset training days and school open evenings when required.

Other duties

- Participation in promotional and marketing activities to promote the school.
- To organise and provide clerical support e.g. photocopying, filing, emailing, completing routine forms and responding to routine and complex correspondence.
- To support the collection and record of all money for trips, charity events, dinner and milk money using Parent Pay.

Promoting the health, safety and welfare of children

- Act in accordance with legal requirements and guidance on health and safety, security, confidentiality of information, safeguarding and promoting the welfare of children at all times.
- Promote health and wellbeing throughout your practice and any activities at all times.
- Engage in relevant CPD opportunities to improve own skills, practice and subject knowledge.
- Engage actively with the annual performance management review process, in accordance with the Trust's policy.
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

Data Protection

Data Protection:

The Trust holds information about service users, local residents, elected members and employees, amongst others and through its Data Sharing Agreement with Wigan Council shares information about such stakeholder data. Everyone who works for or represents the trust must protect the personal data that they use and be aware of their obligations. The use of personal data must be fair, legal and proportionate. All staff must undergo mandatory data protection training applicable to their job role.

Safety Training:

To undertake all appropriate health and safety training specific to your service area. To effectively and proactively implement health and safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

Signatures

The Trust will endeavour to 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.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and salary.

Signed Date:

Personal Specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will hold:</p> <ul style="list-style-type: none"> • GCSE Math's and English at Grades C / 4 or above (or equivalent). • Knowledge and experience of a various software packages i.e., Microsoft Word and Excel. • 	<p>Hold or agree to work towards</p> <ul style="list-style-type: none"> • Level 2 qualification in Numeracy / Maths and Literacy / English or equivalent qualification. • NVQ Level 4 in Administration / Business or equivalent qualification or experience •
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> • Working in a Reception or similar environment and delivering a high standard of customer service. • Communicating verbally and in writing effectively and confidentially with persons at all levels. • Dealing effectively with situations under pressure in a tactful, calm and confident manner. • Working in an office environment dealing with administrative and financial procedures and processes • Working collaboratively and independently. 	<ul style="list-style-type: none"> • Experience of working in a school office environment. • Demonstrate the ability to operate various software packages i.e., Microsoft Word and Excel. • Experience of working with Arbor MIS • Experience of working with Iris Financials • Knowledge of making changes to burdensome paper processes to adopt more technological ways of working.
Knowledge and skills	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> • Ability to work with tact, sensitivity, and confidence. • Be people focused and results driven. • Able to show/use initiative. 	
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • The ability to work independently and as part of a team. • A positive attitude to work. • An enhanced DBS certificate and barred list check. • A good attendance and punctuality record. • Excellent time management and organisational skills. • High expectations of self and professional standards. • The ability to maintain successful working relationships with other colleagues. • A willingness to work outside of the timetabled day, where necessary. • High levels of drive, energy and integrity. • The successful candidate will be: • Able to promote good behaviour consistently. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and be able to successfully prioritise work. 	

**Demonstration
of AtC values of
Achieve, Belong,
Collaborate**

Achieve: ability to review existing systems, identify new opportunities and ways of working, implement and continuously evaluate

Belong: ability to foster good working relationships with colleagues at all levels. Ability to motivate colleagues to understand how the effective use of resources supports the achievement of strong outcomes.

Collaborate: ability to lead by example, setting high standards for self and others. Be able to influence and persuade others to complete routine and non-routine work independently.

How to Apply

Application forms can be downloaded from www.cfat.org.uk

Completed applications may be returned via email to recruitment@cfat.org.uk

If you would prefer to submit a paper application form, please return to:

Carol Brockbank
Platt Bridge Community School
Rivington Ave,
Platt Bridge,
Wigan, WN2 5NG

Short listed candidates will be notified by e-mail of the interview arrangements. Please ensure your correct email address is provided on your application form.

Key Dates:

- **9am on Monday 02nd December 2024**
- Interviews are likely to be held w/c 2nd December 2024

Relevant Policies:

- CFAT DBS Policy
- CFAT Safer Recruitment Policy
- CFAT GDPR Policies on Recruitment
- Child Protection and Safeguarding Policy

Any offer of employment is subject to a satisfactory enhanced criminal record with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of your qualifications satisfactory to the Trust.

In line with safer recruitment guidelines, we will be taking up references in advance of the interview and will take them into account during the interview process.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the Trust's child protection policies and procedures.

Applications from all sections of the community are welcome.

Please note we cannot accept CVs as part of our safer recruitment process.

Unfortunately, we are unable to notify candidates individually if they have not been successful with their application.

To all recruitment agencies: Community First Academy Trust (CFAT) and all its organisations do not accept unsolicited agency CVs. Please do not send unsolicited CVs to any of our job openings or to CFAT employees. CFAT will not be responsible for any fee(s) related to unsolicited CVs and succeeding any job opening or recruitment initiative.

Please note: academies may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. You will still be able to add information until the closing date, but you will not be able to submit your application. With this in mind, you are encouraged to apply as early as possible.

In line with Keeping Children Safe in Education 2024, as part of our recruitment process, we will carry out an online search on shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern. If we discover anything during our searches this will be passed on to the recruitment manager and discussed during interview. This role is subject to an Enhanced DBS plus Children's Barred List Check. Pre-employment checks will be undertaken before appointment is confirmed.