



Micklefield C of E Primary Academy  
COLLABORATIVE LEARNING TRUST



# ADMINISTRATION ASSISTANT

## INFORMATION FOR APPLICANTS

NJC Grade B1 Scale Points 4-6

Permanent – 20 Hours Per Week

Actual Salary £11,118 - £11,656.62 Per Annum

Additional 3 Hours Per Week – Fixed Term Until April 2026

Total Actual Salary £12,786.83 - £13,195.00 Per Annum

Term Time Only

Required 1<sup>st</sup> September 2025



COLLABORATIVE  
LEARNING TRUST

Working Together to Secure Success

# RECEPTIONIST/ADMINISTRATION ASSISTANT

---

**Location:** Micklefield C of E Primary Academy School

---

**Contract:** Term Time Only  
20 Hours Per Week – Permanent  
Additional 3 Hours Per Week – Fixed Term Until April 2026

---

**Closing Date:** 21<sup>st</sup> May 2025

---

**Selection Day:** 3<sup>rd</sup> June 2025

## RECEPTIONIST/ADMINISTRATION ASSISTANT

---

Thank you for your enquiry regarding this post.

Please look on the school's website [here](#) for more information about the school and for relevant policies e.g. Child Protection etc.

You will find in this booklet:

- Information about the post
- Information from the headteacher
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the school:

0113 286 9232

The closing date for applications is **21<sup>st</sup> May 2025**. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately with interviews taking place **3<sup>rd</sup> June 2025**.

Following the closing date, a recruitment panel will review the information provided and consider how well it matches the person specification. Shortlisted candidates will then be invited in for interview and references taken. On the interview day, as well as teaching a lesson, a number of sessions may be organised which may include completing a data or written task, producing a presentation, meeting with students or, dependent on the role, a combination of the above. The results of these sessions will inform the panel in their decision to take candidates through to a formal interview.

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexual orientation, gender identity, race, religion or belief, marital status, age or disability.

All Collaborative Learning Trust schools are non-smoking/vaping sites.

Please note it is the Trust's policy that reimbursement will not be made with regard to candidates' expenses.

## INFORMATION ABOUT THE POST

---

Our busy main office needs a new receptionist/administrative assistant whose main responsibility will be to facilitate good communication between the school, parents, visitors, outside agencies and others.

We are looking for someone who will have:

- very strong interpersonal and communication skills as you will be the first point of contact for the many visitors and parents who come to the school
- experience of working in a busy office environment
- experience of using a range of computer applications including word-processing and spreadsheets
- ability to read and write in English to a high standard
- the ability to prioritise your work, and able to work using your own initiative.

This vacancy is for a permanent role of 20 hours. Until April 2026, the successful candidate will be required to work an additional 3 hours per week, totalling 23 hours per week. The additional 3 hours will be reviewed in March 2026 and may become part of the permanent contract.

## INFORMATION ABOUT COLLABORATIVE LEARNING TRUST

---

Currently the Trust comprises:

1. Prince Henry's Grammar School, Otley, Leeds
2. Bramhope Primary School, Bramhope, Leeds
3. St Mary's Church of England Primary Academy, Hunslet, Leeds
4. Micklefield Church of England Primary Academy, Micklefield, Leeds
5. All Saints Church of England Primary School, Little Horton Green, Bradford
6. Trinity All Saints Church of England Primary School, Bingley
7. Ashfield Primary School, Otley, Leeds

### VISION

The Collaborative Learning Trust will be recognised as a highly successful learning community that provides outstanding, sustainable, and inclusive 'nursery to 19' education for young people of all abilities. Students will leave Collaborative Learning Trust schools having enjoyed their education and developed into lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to, and succeed in, our 21st century society.

#### Our vision is underpinned by the following values:

- **Education for the common good of the whole community** – supporting the development of lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to society
- **Education for dignity and respect** – a focus on equality for all, trust, integrity, respect and an appreciation of diversity
- **Education for wisdom, knowledge and skills** – high quality teaching and learning designed to secure the 'all round' education of young people and engender a passion and enthusiasm for learning
- **Education for hope and aspiration** – a culture of aspiration and success (in students, staff and governance)

#### This will be achieved through:

- A commitment to a genuinely collaborative approach to ensure sustained school improvement towards the vision
- Strong ethical leadership and behaviour at all levels
- Autonomous ethos and identity for each school, whilst sharing core values and vision across both church and non-church schools
- Effective staff professional development and opportunities for excellent practitioners to develop their career

*'The Trust has signed up to the Yorkshire and Humber Climate Action Pledge, making a commitment to protecting the climate and nature'*

## **INFORMATION FROM EMMA COOK: HEADTEACHER, MICKLEFIELD C of E PRIMARY ACADEMY**

---

Dear Applicant,

Thank you for your interest in joining our school. It is an exciting time to be part of Micklefield CE Primary Academy. We joined the Collaborative Learning Trust on 1st June 2022. <https://collaborativelearningtrust.com> The Collaborative Learning Trust is a recently formed Multi-Academy Trust, founded on existing school partnerships in Yorkshire. We are also part of a 'Family of schools' network which meets and works together throughout the year.

We are a caring, village primary school dedicated to supporting children on their journey to academic achievement. The needs of the children are always paramount in the life and decision making within a school. I strongly believe in providing the children with exciting, creative and meaningful learning experiences, which build their enthusiasm for learning and help them to grow and develop positively in a variety of ways.

If you would like to learn more about life at Micklefield CE Primary Academy, please explore our website and X feed. If you would like to arrange a visit, please contact the office: 0113 2869232.

[www.micklefieldceprimary.co.uk](http://www.micklefieldceprimary.co.uk)

@micklefieldcep

I look forward to meeting you.

Mrs. Emma Cook

## COLLABORATIVE LEARNING TRUST EMPLOYEE BENEFITS

---

The Collaborative Learning Trust promotes employee well-being across all of our schools. Our well-being charter defines well-being as "The State of being comfortable, healthy and happy". We understand that the responsibility for well-being is shared across all members of our community and it aligns perfectly with the values of our Trust.

One of the many ways we implement this is through our fantastic employee benefits which include:

### **Employee Assistance Programme:**

A 24/7 confidential advice and counselling helpline available at no cost to all employees.

### **Pension Scheme:**

We offer a fantastic teaching and support staff pension scheme.

### **Cycle to work scheme:**

Spread the cost of a new bike over 12 or 24 months through salary sacrifice (terms and conditions apply).

### **Home & Tech scheme:**

Spread the cost of a Curry's or Ikea gift card over 12 months through salary sacrifice (terms and conditions apply).

### **bYond:**

A pre-paid card that lets you earn cashback when shopping at your favourite stores.

### **Extras discounts:**

Save up to 10% on the upfront cost of a wide range of big-brand gift cards.

### **Tastecard Promotions:**

Discount on an annual subscription which allows you to Save up to 50% off at hundreds of participating restaurants.

### **RAC Membership Cover:**

A 12-month salary sacrifice offering different levels of cover options for up to 4 vehicles (terms and conditions apply).

# JOB DESCRIPTION: RECEPTIONIST/ADMIN ASSISTANT

<b>Name:</b>	
<b>Job Title:</b>	<b>Receptionist/Administrative Assistant</b>
<b>Salary Grade:</b>	<b>NJC Grade B1 Scale Points 4-6</b>
<b>Contract Type:</b>	<b>Permanent - 20 Hours Per Week Additional 3 Hours Per Week – Fixed Term Until April 2026 Term Time Only</b>
<b>Responsible to:</b>	<b>Office Manager</b>

**PURPOSE OF ROLE**

Work with the Trust and the Micklefield CE Primary Academy administrators to support strategically manage the administration services that are best delivered by school staff rather than by the Trust’s Shared Services.

**MAIN DUTIES**

- To work on the school’s reception, greeting visitors in a courteous, professional manner, assisting with the school’s Safeguarding Policies by ensuring that all visitors are signed in.
- To keep the reception area clean and tidy and to report any problems to relevant people.
- To operate a busy telephone switchboard and maintain internal telephone lists.
- To provide administration support to the finance team assisting with the input of data.
- To carry out general admin duties to support the admin office including opening/distributing post, filing, scanning, emailing and photocopying.
- To produce and distribute school correspondence.
- To manage meeting room bookings and hospitality requests.
- To manage lost property.
- To assist the school’s First Aiders in the provision of first aid for students, colleagues and visitors to the school.
- To support with attendance.
- Support with staff cover when required.
- Navigate Arbor effectively and run reports.
- Support parents with setting up any IT systems.
- To abide by the school health & safety policies and procedures.
- To ensure data protection and confidentiality is maintained at all times.

- Any other duties commensurate with the grade of the post requested by the school or Trust.

### **VARIATION IN ROLE**

Given the dynamic nature of the role at Micklefield CE Primary Academy, it must be accepted that, as the school’s work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

To undertake any other reasonable duties as commensurate with the post as determined by the Headteacher.

### **HEALTH & SAFETY**

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

### **SAFEGUARDING**

*Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.*

*In line with KCSiE 2024, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.*

Signed .....

Date .....

### **PERSON SPECIFICATION-**

## RECEPTIONIST/ADMIN ASSISTANT

<b>Title of Post</b>	Receptionist/Administrative Assistant		
<b>Specification Prepared By</b>	HR Assistant		
<b>Date</b>	May 2025		
<b>Qualifications</b>		<b>Essential/Desirable (E/D)</b>	<b>How identified</b>
1.	Good standard of education – 5 GCSE’s or equivalent	E	Application and Selection process
<b>Experience and Professional Development</b>		<b>Essential/Desirable (E/D)</b>	<b>How identified</b>
1.	Ability to use HR policies and procedures	E	Application and Selection process
2.	Previous experience of working in a school setting	D	
3.	Ability to effectively prepare the school for OFSTED inspections	D	
<b>Knowledge</b>		<b>Essential/Desirable (E/D)</b>	<b>How identified</b>
1.	Computer literate with experience of Microsoft Office Suite	E	Application and Selection process
2.	Experience of working with Every/Arbor Education	D	
<b>Skills and Abilities</b>		<b>Essential/Desirable (E/D)</b>	<b>How identified</b>
1.	Ability to provide a welcoming environment	E	Application and Selection process
2.	Ability to work effectively and respond well under pressure	E	
3.	Excellent communication skills including verbally, in writing, face-to-face and over the telephone	E	

4.	Ability to face and deal with difficult situations and personnel, work in a discreet and sensitive manner and withhold the highest level of confidentiality	E	
5.	Good keyboard skills for accurate computer input and retrieval	E	
6.	Ability to use initiative and apply sound decision-making skills whilst understanding that some matters need to be referred to others	E	
7.	Ability to support and maintain the vision and values of the Trust	E	
8.	Eager to use initiative prepared to work independently and to deadlines	E	
9.	Able to reflect and enact the school's Christian vision in all aspects	E	
10.	Good organisation skills and prioritisation	E	
11.	An ability to communicate effectively with pupils, staff and parents	E	
Personal Attributes		Essential/ Desirable (E/D)	How identified
1.	A commitment to positive teamwork and collaboration to achieve results	E	Application and Selection process
2.	A commitment to continuing professional development	E	
3.	A high standard of professional appearance	E	
4.	Adaptability to changing circumstances and new ideas	E	
5.	A sense of humour and perspective	E	
6.	Excellent interpersonal skills, approachable to all members of the school and Trust	E	
7.	An appetite and stamina for challenging work	E	
8.	A solution-focused mindset and determined "no excuses" approach to raising standards	E	
9.	Commitment to upholding the schools' and the Trust's ethos, values, policies and procedures	E	

<b>Equal Opportunities</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Acceptance of, and a commitment to, the principles of the schools' and the Trust's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	
<b>Safeguarding</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Has appropriate motivation to work with children and young people and can relate to them	E	
3.	Displays commitment to the protection and safeguarding of children and young people	E	
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this	E	
<b>Personal Circumstances</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Legally entitled to work in the UK	E	ID
2.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance	E	Completion of Criminal Background declaration and Enhanced DBS check
3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration

4.	Willingness to work additional hours, occasionally, if required for the successful operation of the Trust	D	
5.	Willingness to complete first aid training if necessary	E	

*Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks*

## **GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM**

---

Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

### **REFERENCES**

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting, then one of the referees must be the current Headteacher. Friends and family cannot be used as referees.

If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required.

Safer Recruitment procedures require that we contact at least one referee before interview.

### **EMPLOYMENT HISTORY**

Please list previous appointments in sequence, current or most recent first. Please include your salary grade in the Position Title e.g. Reception Teacher M4 + TLR2A. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time, please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

### **EDUCATION HISTORY**

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:1. Please list all A levels together in one box and in another box list all GCSEs together, along with the grades obtained.

### **OTHER COURSES OR PROFESSIONAL DEVELOPMENT**

Please include any professional development that may be relevant including dates and grades obtained.

## INFORMATION TO ADDRESS THE PERSON SPECIFICATION

Please use the sections provided to detail your Skills & Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

## STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- All applicants who are offered employment in a school will be subject to an Enhanced Disclosure and Barring Service (DBS) check. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant. A statement advising that a Disclosure will be requested in the event of the individual being offered the position will be shown in all job adverts and recruitment packs.
- We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).
- We ensure that staff involved in recruitment have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974 and its amendments in 2013) and know how to access advice and support.
- You will have the opportunity for an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.

- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to ensure that any matter revealed in a Disclosure is discussed with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.



Micklefield C of E Primary Academy  
COLLABORATIVE LEARNING TRUST



0113 286 9232  
office@micklefieldceprimary.co.uk  
www.micklefieldceprimary.co.uk.co.uk  
Great North Road  
Leeds  
LS25 4AQ



A PROUD PART OF

**COLLABORATIVE  
LEARNING TRUST**

Working Together to Secure Success