

# Briefing Pack for Applicants

## Support Services Officer: Temporary Maternity Cover



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.**

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***May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.***

## Section 1: Post Advertisement

**Post:** Primary School Support Services Officer  
**Location:** Dunston Primary and Nursery Academy  
**Salary:** NJC Grade 5, Point 15: £30,024 to Point 20: £32,597 gross per annum, pro-rata  
**Contract:** Temporary (Maternity Cover 1 Year), 33.5 hours – 39 weeks  
**Actual Salary:** £23,381.81 - £25,385.58  
**Start date:** December 2025

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire. Founded in 2014, Minerva Learning Trust has expanded to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD.

Dunston Primary and Nursery Academy joined Minerva Learning Trust in 2024 and is very proud of the school. The fabulous pupils are its beating HEART, the central focus of all we do here at Dunston. It is our mission to work together to provide every child with an inclusive, high quality, enjoyable learning experience, where success is celebrated and everyone feels valued. At Dunston, we do the right thing, in the right way, at the right time, following our principle to 'be the best you can be'. We go that extra mile with our curriculum, ensuring our offer is memorable, inclusive, language rich and experiential.

We are seeking a highly organised and proactive Primary School Support Services Officer to join our team. This is a key role, supporting the smooth day-to-day running of our school and ensuring that our support services operate efficiently and effectively. You will deal with the administration and finance operations within the school and work closely with school leaders and staff. This role is line managed by the Hub Business and Operations Manager.

Candidates are encouraged to visit the school or have an informal discussion about the role with Louise Parker, Headteacher. Arrangements for this can be made by contacting Eloise Foxley-Johnson via e-mail [info@dunston-mlt.co.uk](mailto:info@dunston-mlt.co.uk)

**The closing date is midnight on Friday 17 October 2025 and interviews will take place on week commencing 20 October 2025.**

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Statutory Information - Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

Further information is available by contacting Eloise Foxley-Johnson via e-mail [info@dunston-mlt.co.uk](mailto:info@dunston-mlt.co.uk)

The application form and information pack is available on the school website <https://www.dunston.derbyshire.sch.uk/> **Please ensure that you do not fill in a Local Authority application form in respect of this vacancy, *ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.*** Please provide telephone numbers and email addresses for yourself and referees.

## Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds. As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success.

Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity and time to join our Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.



Bev Matthews  
**Chief Executive Officer**

## Section 3: Letter from the Headteacher

Dear Applicant,

Thank you for taking an interest in applying for the post at Dunston Primary & Nursery Academy. I am privileged to be the Headteacher at Dunston Primary & Nursery Academy and extremely honoured to have been entrusted with the job of leading such a great school since September 2023.

Over the last year I have worked hard to establish strong relationships with our staff, young people and their families, and understand what is needed to take the school forward.

Dunston Primary & Nursery Academy is an **inclusive school** that ensures all students are able to **Be the Best you can Be!**. We aim to foster enjoyment in learning, so that each individual has the opportunity to **make good progress and achieve excellence**. We ensure we develop **confident individuals** who are able to live safe, healthy and fulfilling lives, whilst also being a responsible and active citizen who will make a **positive contribution** to society.

Our strategic priority is for all individual students to achieve and exceed their expected outcomes. In order to support the strategic aims of the school, we ensure the following;

- High quality teaching and learning experiences both within and outside the classroom by employing an ambitious and forward looking curriculum and assessment system across all key stages.
- A family support structure that ensures every student and their family has the guidance and support tailored to their individual needs.
- A focus on Inclusion, mental health and well being for all.
- A pro-active Pupil Parliament and student leadership structure to inform the decisions made by the School Leadership Team to help students in achieving their potential.
- The opportunities to develop students' moral and social understanding.
- Strong and effective working relationships between staff and our students.
- A warm and welcoming environment.

We have high expectations of everyone, staff, and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so we promote the following values which are at the **HEART** of all we do: **Hard working, Empathy, Aspirational, Resilience and Together**

Here at Dunston, we are ambitious for both the school and its community and are committed to continued improvement. Our staff are our most valuable asset and we are committed to attracting the best staff to the school and ensuring their personalised professional development, with our core purpose being the improved quality of teaching and learning for all.

Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.

If you believe you have the necessary skills and experience to join our organisation and help us achieve our mission then we look forward to receiving your application.

We look forward to receiving applications from candidates who would love to join us on our journey to excellence.

*L Parker*

# Section 4: About Dunston Primary and Nursery Academy



## OUR MISSION

Working together to provide every child with an inclusive, high quality, enjoyable learning experience where success is celebrated and everyone feels valued.

## OUR VISION

Our mission is underpinned by our vision which is based upon the principle of: Be the best you can be!

### Achieve Success

We recognise all our pupils are unique. We teach our pupils to continue to strive to achieve their goals, set new targets and never stop learning.  
We recognise the development of the 'whole child' and celebrate successes achieved both inside and outside of school.

### Positive Relationships

We support pupils to develop relationships based on mutual respect, kindness, trust and honesty, which allow us to feel safe and supported in order to learn and grow.

### Motivated Learners

We recognise that pupils who are motivated take initiative, show resilience, harness their curiosity, and care for and respect their work. They are equipped to orchestrate their own learning journey.

## OUR VALUES

Our values are at the HEART of all of the work that we do and all of the decisions that we make.

### Hard Working

We show perseverance and determination and take responsibility for our own learning.

### Empathy

We are aware of people's feelings and we treat everyone with kindness, dignity and understanding.

### Aspirational

We are ambitious, determined and make the most of every opportunity. We aspire to be the best we can be!

### Resilience

We are willing to have a go, take a risk, try again and learn from our mistakes.

### Together

We are inclusive and support each other both inside/outside of school.

## OUR BELIEFS

- Committed to ensuring our children are happy, safe, confident and well rounded individuals .
  - We are aspirational and believe every child can succeed.
  - The needs of the child are foremost in any decision
  - We believe in building a culture of lifelong learning.
  - We believe in opening doors and widening horizons.
  - We support all our children to build emotional resilience

## Section 5: Job Description



# Minerva Learning Trust Job Description



***Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

<b>POST TITLE</b>	Support Services Officer
<b>GRADE/SALARY</b>	Primary: NJC Grade 5, SCP 15: to 20
<b>HOURS/WEEKS</b>	33.5 hours / 39 weeks
<b>LOCATION</b>	Dunston Primary and Nursery Academy
<b>RESPONSIBLE TO</b>	Hub Business and Operations Manager
<b>RESPONSIBLE FOR</b>	Day to day management and oversight of support services within the school including guidance and support to school staff
<b>PURPOSE OF THE JOB</b>	The postholder will provide efficient and effective support services to the school. You will promote professional standards and delivery of service. In liaison with the Hub Business and Operations Manager you will support the developmental work of the school and the Trust.
<b>RELEVANT QUALIFICATIONS</b>	Level 3 Business Administration qualification or equivalent or, experience in business/operations management.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

### **MAIN DUTIES**

This following is not an exhaustive list and is indicative of the responsibilities of the postholder.

The post holder will operate under the direction of the Hub Business Operations Manager and will ensure robust local support services are maintained.

## **Management**

- Manage the day-to-day operations of the school under the direction of the Hub Business and Operations Manager.
- Line manage the administration team and undertake performance management reviews in liaison with the HBOM.
- Line manage the School Finance Administrator and undertake performance management review in liaison with the Trust Finance Director.
- Oversee the training and development of support service team members in liaison with the HBOM.

## **Whole school support and administration**

- Manage and coordinate the work of school administrative and other support service staff, as directed.
- Contribute to the effective deployment of resources with due consideration to financial impact and trust wide strategies.
- Monitor and coordinate administrative tasks and activities within the school system ticketing system ensuring timely responses and appropriate allocation of resource.
- Provide information and support to school leaders and staff, leaders as directed.
- Establish strong working relationships with stakeholders.
- Maintain records i.e. data protection, personnel, fire safety and health & safety as directed.
- Contribute to marketing and communications to support the school.

## **Information Management**

- Staff records input to support monthly payroll processes.
- Manage, maintain and update records in line with Trust and school level policy and procedures.
- Support with data protection administration requests as required by the HBOM and/or Headteacher.
- Coordinate induction processes for new starters and oversee the handover of school equipment and resources from staff leavers.
- Provide documentation as requested by the HBOM and/or Headteacher to support school.
- Oversee the school's educational visits administration
- Oversee the administration of student transport payment systems.

## **Human Resources**

- Support school leaders with absence management procedures in liaison with HBOM.

## **Facilities and Estates**

- Closely liaise with the site team under as required by the HBOM ensuring activities and requests recorded in the school's compliance system are actioned and up-to-date.
- Administer health and safety in liaison with the HBOM.
- Administer third party use of premises (lettings), application of the Trust Letting Policy and Charging Schemes.

## **SAFEGUARDING**

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

## **OTHER SPECIFIC DUTIES**

- To play a full part in the life of the school community, to support it's mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

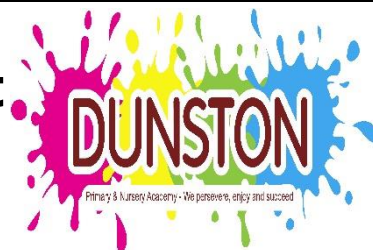
## **GENERAL**

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

## Section 6: Person Specification



# Minerva Learning Trust Person Specification



**Post title:** Primary School Support Services Officer

Minimum Essential Requirements	Method of Assessment			
	AA	AF	I	R
<b>QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT</b>				
5 GCSE'S (including English and Maths)		✓		
Business Administration qualification or appropriate evidenced CPD to support the work requirements		✓		
<b>KNOWLEDGE/SKILLS</b>				
Ability to plan and organise workloads to meet deadlines and manage conflicting demands and contributions from others		✓	✓	✓
Excellent attention to detail and accuracy		✓	✓	✓
Excellent written and verbal communication skills to support report writing and demonstration of best value		✓	✓	✓
Good ICT skills to allow analysis and reporting of procurement activity to be undertaken		✓	✓	✓
Ability to respond and adapt to the changing needs of the school context		✓	✓	✓
Ability to develop strong and effective working relationships with colleagues and with external stakeholders		✓	✓	✓
Ability to follow the trust's policies and procedures to ensure compliance		✓		✓
Ability to think creatively and contribute to the ongoing development of the trust's procurement strategy		✓	✓	✓
Ability to maintain confidentiality		✓	✓	✓
<b>WORK RELATED CIRCUMSTANCES</b>				
Able to manage working hours flexibly to meet the demands of the role		✓		
Willingness to undertake further professional development			✓	
<b>EQUAL OPPORTUNITIES AND SAFEGUARDING</b>				
An understanding of safeguarding issues and promoting the welfare of children and young people.		✓	✓	
A commitment to safeguarding students.		✓	✓	
Suitability to work with children.		✓	✓	
A commitment to equal opportunities.		✓	✓	
Ability to recognise discrimination and willingness to put Equality Policies into practice.		✓	✓	

**Key:** AA = Assessed activity      I = Interview  
AF = Application form      R = Reference

## Section 7: The Appointment Process

These notes are intended to guide you when making an application.

### 1. The Application Form

You must complete the standard Minerva Learning Trust job application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

### 2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

### 3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

### 4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

### 5. Referees

If you are currently working, or have worked before, your first reference must be your present or most recent employer.

- Your second reference should, where possible, be from your second most recent employer or, if that employment was not working with children but you have worked with children in the past, your most recent child-centred employment.
- Employment references must be from a senior person who knew you in a management capacity. If your reference is from an education establishment, the referee must be the Headteacher or equivalent.
- If you are an ECT, your first reference should be the Headteacher of the school in which you completed your main placement; the second should be your ITT provider.
- If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.
- Wherever possible, the email addresses given for your referees should be their work email (or equivalent), not their personal email address.

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

## 6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

## 7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview. All shortlisted applicants will be asked to complete and return a criminal records self-disclosure form before interview. You must disclose all convictions, cautions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not 'protected'. This should be returned prior to interview, via email to Eloise Foxley-Johnson [info@dunston-mlt.co.uk](mailto:info@dunston-mlt.co.uk)

## 8. The Interview

Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.

## 9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

## 10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

## 11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to [info@dunston-mlt.co.uk](mailto:info@dunston-mlt.co.uk) by the closing date.

## **Section 8: Visitors to Dunston Primary and Nursery Academy**

### ***By car (via M1)***

Visitors should leave the M1 at junction 29 and follow the signs for Chesterfield A617. At the Heath Interchange take the second exit onto A617. At Horns Bridge roundabout please take the fourth exit onto A61. At Brimington roundabout take the second exit onto A61. At Whittington Moor roundabout take the second exit onto Dunston Rd. Turn left onto St Johns Rd and at the roundabout go straight over and follow B6150, then turn right onto Dunston Lane. The school is situated on the left-hand side of this road.

### ***By Train and Bus***

Chesterfield Train Station is served by regular services from surrounding areas such as Sheffield, Derby and Nottingham. Upon leaving the station, head for the Chesterfield Hollywell Cross Stop (V). The Stagecoach bus service to Newbold is the correct destination for Dunston Primary and Nursery Academy. Exit the bus at the Newbold stop, adjacent to Pembroke Court.