

# Recruitment Pack

**Administration Assistant**  
Town Field Primary



## Introduction by the Chief Executive Officer

Thank you for your interest in this exciting opportunity to develop your career with The Rose Learning Trust. We hope that by reading this pack and the information available on the [website](#) you will get a good overview of the exciting opportunities and support you can expect as a member of staff at our trust.

We are a collaborative organisation focussed on high standards and opportunities for all. As a trust, we seek to support and challenge each other to improve the outcomes and life chances of all our pupils across all our communities. We will continue to learn from each other: transforming futures collaboratively. In this way we believe that the changes we make, the developments and strategies we put in place will have purpose, be embedded and effective.

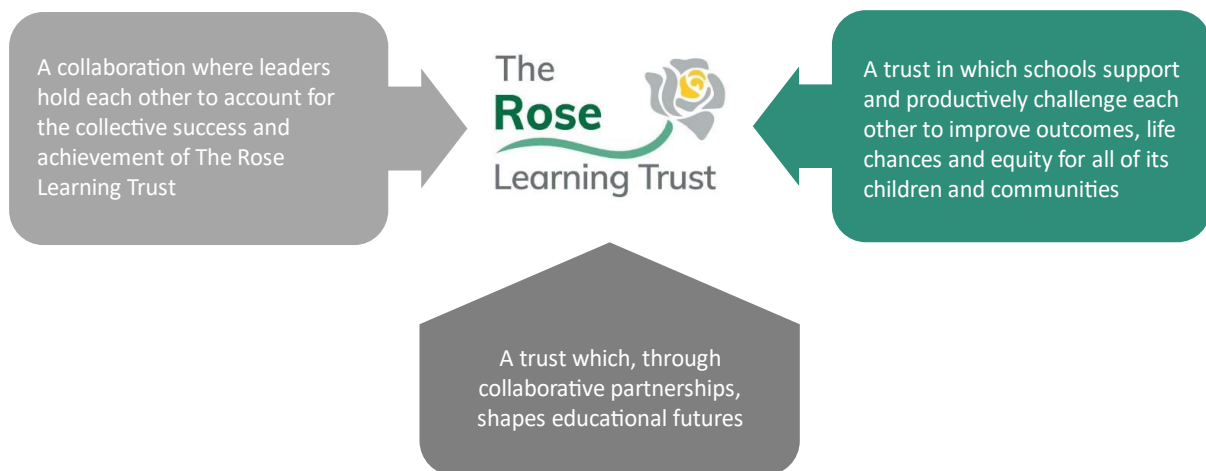
Our aim is not only to grow our trust successfully, but also sustainably. We believe that through quality, not quantity, we can facilitate opportunities that can be invested back into the people who will secure our future: our pupils and staff. Our aim at The Rose Learning Trust is to provide all pupils with the best possible start in life within communities of promise.

**Jeremy Harris**  
Chief Executive Officer



## Vision

### Transforming Futures Collaboratively



## Overview of the trust

The strategic plan combines our vision and values with our strategic objectives and developing excellence priorities. Each school will use the developing excellence priorities as the base for their school developing excellence plans. This ensures that, although each school has their own priorities and development areas, they are within a clear unified structure that aligns with the trust strategic plan. Please see the [website](#) for more information.

## Our vision: Transforming Futures Collaboratively

We will achieve our vision by:

- Every child having the best start to their education
- Every child having the best tools and support to learn and grow in a safe, secure environment
- Every child having access to excellent teaching and an excellent curriculum
- Every child being encouraged and inspired to believe in themselves
- Every child learning how to make and sustain great relationships
- Creating an enjoyment of learning through collaboration with all partners
- Creating equitable lifelong learning opportunities and academic success for all children





# THE ROSE LEARNING TRUST STRATEGIC PLAN 2023-2026

<b>Vision</b>	<b>TRANSFORMING FUTURES COLLABORATIVELY</b>				
<b>Values Statement</b>	The Rose Learning Trust aims to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills for all our pupils, within communities of promise.				
<b>Strategic Objectives</b>	Developing Pupils	Developing People	Developing Governance	Developing Growth, Business Facilities and Resources	Developing Communities and Partnerships
<b>Developing Excellence Priorities</b>	Excellent teaching for every child	Excellent curriculum for every child	Excellent standards of behaviour, attitudes, attendance and safeguarding	Excellent targeted support for every child that needs it	

## Town Field Primary

Town Field Primary School is a large and lively, culturally diverse school close to the centre of Doncaster. It caters for approx 460 pupils aged 3-11, including provision for 52 pupils in FS1. The school is proud of its high standards, inclusive ethos and of its commitment to meeting the needs of all its pupils. Our central aim is to enable all children and staff to achieve their full potential.

The context of our school is changing with growing numbers of children entering Town Field with English as an additional language. Currently our school population speak over 40 different languages which adds to our rich and diverse learning community.

The school is highly regarded, being a popular choice with parents, and is over-subscribed. We have a strong reputation for excellence both within and beyond our school and embrace opportunities for our staff to work across the system.



## Administration Assistant

### Advert Information

<b>Post</b>	<b>Administration Assistant</b>
<b>Contract type</b>	Permanent, Part Time, Term Time
<b>Grade</b>	Grade 5, £11,440 actual salary
<b>Hours</b>	20 hours per week
<b>Reporting to</b>	Head Teacher, School Business Manager
<b>Location</b>	Town Field Primary School
<b>Commencement date</b>	As soon as possible
<b>Closing date</b>	Friday 17 January 2025 @ 12pm
<b>Shortlisting date</b>	Friday 17 January 2025 @ 12pm
<b>Interviews</b>	w/c 27 January 2025

The Rose Learning Trust is a successful medium sized trust based in Doncaster and North Lincolnshire. We have grown from two schools to nine over the last seven years with a central trust office based in Balby. We are a trust that lives our vision of *transforming futures collaboratively* in all our work to ensure we develop and grow sustainably and embed best practice for the benefit of our pupils.

Town Field Primary is looking to appoint a highly motivated and organised professional to play a key role in our school. A vacancy exists for a hardworking and dedicated Administration Assistant to join the school.

As a member of staff, you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience.

The Administration Assistant should always comply with the trust's code of conduct, safeguarding policies and practices and have:

- Personal integrity and a commitment to the Nolan Principles of Public Service
- A commitment to diversity, equal opportunities and anti-discriminatory practices
- A commitment to ensuring children learn in a safe environment
- A commitment to professional development and training



- An affinity with The Rose Learning Trust culture and purpose

The successful candidate will:

- Be an experienced Administration Assistant to support colleagues within the school
- Have clear knowledge and understanding of practice in schools
- Be able to create a supportive ethos for staff and pupils to succeed
- Be a good communicator with excellent interpersonal skills
- Be a team player who contributes to whole-school improvement
- Be a motivated individual with drive and enthusiasm

We can offer in return:

- A warm, caring and inclusive ethos with enthusiastic and motivated learners
- A dedicated, highly-skilled, hard-working and friendly team of staff who have close working relationships with other schools, networks and agencies
- A commitment to ensuring a healthy work/life balance
- Full training and many opportunities for further CPD

Visits to the school are warmly welcomed and encouraged. They can be made by appointment with the Business Manager, Emma Ellwood [admin@townfield.doncaster.sch.uk](mailto:admin@townfield.doncaster.sch.uk)

To apply use the link below:

<https://mynewterm.com/jobs/149582/EDV-2025-TFPS-97947>

*This post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level. Further information about the Disclosure Scheme can be found at [www.gov.uk/disclosure-barringservice-check](http://www.gov.uk/disclosure-barringservice-check).*

*In line with our safer recruitment policy two references will be sought before we interview.*

*We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.*



## Administration Assistant Job Description

As a member of staff in The Rose Learning Trust, you will benefit from greater opportunities for professional development, collaboration and career development.

### Employment details

Job title:	Administration Assistant
Reports to (job title):	Headteacher, School Business Manager
Grade and Salary	Grade 5, 20 hours per week, £11,440 actual salary
Contract Type	Permanent, part time, term time only

### Job Purpose:

Main purpose of the post
<ul style="list-style-type: none"> <li>To support the education, supervision and care for pupils in school, promoting the highest levels of achievement, in accordance with school policies and the values statement, by providing effective administrative and technical support within the school and by carrying out such other associated duties as are reasonably assigned by the headteacher.</li> </ul>

### Duties and Responsibilities:

Duties may include
<ul style="list-style-type: none"> <li>Ensuring safeguarding of children is adhered to at all times in line with school procedures</li> <li>Reception duties (main point of contact) greeting visitors</li> <li>Sign in children onto Entry Sign when arriving late, establishing reasons for late arrival</li> <li>Receive &amp; record parent payments at the office, for school meals, clubs, trips &amp; music tuition</li> <li>Preparing refreshments for meetings and visitors</li> <li>Retrieve answer machine messages each morning &amp; pass to attendance officer</li> </ul>



- Answering incoming phone calls (main point of contact) and dealing with subsequent queries/messages promptly
- Support headteacher & business manager with delegated tasks
- Responsibility for all shredding, ensuring confidential documents are shredded daily in line with GDPR
- Photocopying & laminating for classes when required
- Responsibility for lost property, returning named items to children on a weekly basis. Contacting parents each half term to view lost property & manage unclaimed items
- Organise late arrival of lunchboxes, PE kits by distributing to classes promptly
- Distribute documents to classes when required (letters/photos etc)
- Updating Arbor with child/parent changes of address/phone numbers/medical information
- Open & distribute post daily
- Record outgoing post items from head or other staff
- Input lunchtime 1<sup>st</sup> aid incidents on Medical Tracker & send email notifications to parents
- Deal with & support children with 1<sup>st</sup> aid incidents/accidents, updating Medical Tracker & parents accordingly
- Organise medical boxes in classrooms ensuring supplies are topped up weekly
- Check classroom medical items (inhalers/epipens) informing parents when expiry date is & obtain replacements promptly
- Obtain payments for after school clubs/music tuition/trips etc from parents – encourage use of ParentPay weekly
- Administer medication to children during the day in line with parental requests ensuring adherence to Administering Medicines Policy
- Undertake relevant training as and when required in a prompt manner (safeguarding/health and safety etc)
- Support senior admin assistant with producing and selling tickets for events in school and collating monies
- Note stock levels of A3/A4 paper, toilet rolls, hand towels weekly & advise senior admin assistant accordingly
- Accompany groups/classes on trips when required
- Liaise with site supervisor regarding jobs needed around school/contractor appointments/arrivals

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Head Teacher at any time after consultation.





**The post holder must always comply with the trust's staff code of conduct.**

The post holder's duties must be carried out in compliance with the trust's:

- Safeguarding policies
- Equality policies
- Information Security policies
- Financial Regulations
- Health & Safety at Work Act
- and all other trust policies

**The Rose Learning Trust takes its duty to safeguard the young people with which it works seriously and is committed to safeguarding and promoting the welfare of children. Applicants will undergo child protection screening appropriate to the post, including checks with past employers.**

**All Rose Learning Trust staff members are required to undertake an Enhanced Disclosure and Barring Service check (EDBS)**

**The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check.**



# Administration Assistant

## Person Specification

<b>PERSON SPECIFICATION</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
AF – Application Form      CQ – Certificate of Qualification      I – Interview			
<b>Qualifications and Training</b>			
Maths & English GCSE Grade C or above (or equivalent) or a good standard of education up to NVQ Level 2 equivalent	x		AF/CQ
A willingness and ability to obtain and/or enhance qualifications and training for development in the post	x		AF
<b>Relevant Experience</b>			
Experience of using ICT (Excel, Word, Outlook, Teams)	x		AF
Experience in clerical and administrative tasks	x		AF
Experience of handling cash and undertaking basic bookkeeping	x		AF
Excellent people skills, pleasant & kind nature	x		AF/I
Positive, proactive attitude	x		AF/I
Team player	x		AF/I
Experience of working in a school office		x	AF/I/ Ref
Ability to multitask in a very busy working environment		x	AF/I/ Ref
Experience working with children		x	AF/I/ Ref
Experience of using an MIS system (Arbor/Sims)		x	AF/I



<b>Knowledge and Skills</b>			
A high standard of literacy and numeracy	x		AF/I/ C
The capacity to maintain accuracy in the performance of routine tasks	x		AF/I/ C
An ability to meet tight deadlines	x		AF/I/ C
An understanding of how primary schools work		x	
Knowledge of educational legislation		x	
<b>Personal Qualities</b>			
Integrity, reliability, flexibility	X		I
Good interpersonal and communication skills	x		I
An ability to remain calm and focused in a crisis	x		I
An ability to maintain confidentiality	x		I
An ability to relate well to children and adults	x		I
<b>Safeguarding</b>			
Understanding and commitment to safeguarding procedures within a school environment	X		AF/I
Understanding of Data Protection	X		AF/I

