

Administration Assistant

Candidate Information Pack



**Holy Trinity Church of England
Primary School**

About Liverpool Diocesan Schools Trust

We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

What is our Purpose?

Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
- We celebrate **diversity, address inequality, overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.

- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **lifelong learning**.
- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

Our Core Values

We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff
- We welcome pupils of all faiths and none

We are a fully inclusive organisation and encourage applications from individuals from minority communities.

About Holy Trinity



Our Vision Statement

At Holy Trinity Church of England Primary School, every child is recognised as a unique individual. We celebrate and welcome differences within our diverse school community, encouraging all to grow and flourish as precious children of God. Learning is centred around experiencing the joy of discovery. The ability to learn is underpinned by the teaching of skills, knowledge, concepts, and values, with a vision to prepare our children to be life-long learners, rooted in our school motto: To be the best we can be: For God, for others and for ourselves.

Holy Trinity CE Primary School is a one form entry, popular school in the middle of Southport. As an academy within the Liverpool Diocesan Schools' Trust, we are ambitious for the very best knowledge-based education for our children. We have recently been graded 'A Good School' by both OFSTED and SIAMS. We are fortunate to have a vibrant, happy, and diverse school community with children here whose families come from all over the world. As such, we are passionate about being active global citizens.

We have a strong vision for a world class curriculum, based on the latest research that meets the needs of all of our children. We have many exciting initiatives underway to engage our children in reading across and beyond our curriculum. As a Maths mastery school, we have been involved in developing our Maths curriculum that has transformed the teaching of Maths in the last three years. As a result, our children make excellent progress.

As a school that believes in enabling all pupils and adults to flourish in the widest possible sense, we are part of the Children's University, promoting active engagement in a wide range of school clubs and community activities.

All members of staff at Holy Trinity are highly motivated to ensure our children are happy and fulfil their potential, academically and socially. Our pupils are well behaved, articulate, extremely positive and enjoy learning. If you have excellent interpersonal and communication skills and would like the opportunity to thrive in our welcoming school, where CPD is highly valued for all members of our school community, we look forward to receiving your application.

Mrs Linda Thompson
Headteacher

Job Description

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|------------------------|--|
| Title: | Administration Assistant |
| Salary: | NJC Scale 3 5-6 £24,790 - £25,183 pro rata |
| Hours: | 32.5 hours, Part time |
| Mon to Fri | 8.30am-4.00pm |
| | Term time only |
| Accountable to: | School Business Manager |
| Location: | Holy Trinity Primary School |

Main Purpose

Under the guidance of senior staff be responsible for the undertaking of administrative, financial, and organisational processes to ensure smooth and efficient operation of the school administration.

Organisation

- Undertake reception duties, answering routine telephone and face-to-face enquiries from staff, pupils, parents/carers, and visitors to the school.
- Ensure the signing in and out of pupils and visitors complies with the school's safeguarding procedures.
- Monitoring gate/door access system for all staff, pupils, visitors, including contractors, to the school site.
- To provide advice and guidance to visitors, members of the public, contractors etc.
- To support with daily attendance of pupils including recording attendance in EdGen and First Day Response.
- To assist with the planning, booking, and organising of school trips and visits.
- To assist with pupil first aid/welfare duties, liaising with parents/carers and or staff.
- To be a designated person to administer first aid.

Finance

- Undertake general financial administration e.g. processing orders and invoices.
- Manage the school meals, trips and extended school activities registers and payments.

- Manage and keep up to date the school's online payment system.
- Provide general finance support to School Business Manager.

Administration

- Provide general administrative support e.g. photocopying, filing, scanning etc.
- To respond promptly and efficiently to all internal and external correspondence/enquiries.
- Undertake word processing and other ICT based tasks including the production of letters, reports, schedules, orders etc.
- Maintain manual and computerised records and/or management information systems e.g. EdGen (pupil data), SIMS Finance (order/invoice processing) and the schools online payment system.
- Maintain and collate pupil records within Iris EdGen and other MIS systems ensuring all information is complete and up to date, including school census information and records routinely required by the local authority and DfE.
- Take notes at meetings and circulate to attendees, e.g. staff meetings.
- Sorting and distributing the internal and external mail.
- Provide routine clerical support in relation to the production and distribution of specific materials, e.g. school newsletters, school prospectus, standard letters etc.

Resources

- Operate office equipment e.g. laptop and photocopiers in accordance with manufacturer's instructions.
- Liaise with contractors to ensure that school equipment e.g. photocopiers are in working order and running efficiently.
- To maintain stock and supplies of resources. Place orders, receive goods in and ensure correct goods received, update the schools finance system and distributing resources as required.

Support for the School

- Be aware of and comply with school policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Completed appointed First Aid at Work training as required.

- Be aware of and support inclusion to help ensure everyone has equal access to the services of the school and feels valued whilst respecting their social, cultural, linguistic, religious, and ethnic background.
- Contribute to the school and Trust 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.

All staff are required to safeguard and promote the welfare of children and young people and follow school policies and staff Code of Conduct.

The post holder may reasonably be expected to undertake other duties commensurate with the duties and responsibilities of the post.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Person Specification

| | Essential (E) or Desirable (D) |
|---|---|
| Qualifications & Training | |
| <ul style="list-style-type: none"> • Level 2 qualification or equivalent in Maths and English • Willingness to participate in relevant training and development opportunities | E E |
| Experience | |
| <ul style="list-style-type: none"> • Experience of clerical/administrative/financial work • Knowledge of relevant codes of practice and an awareness of relevant legislation • Experience of working in a school environment including the use of Iris EdGen • Knowledge and experience of the use of Microsoft Packages including Outlook, Word and Excel | E E D E |
| Skills/Knowledge | |
| <ul style="list-style-type: none"> • Literacy skills to be able to communicate effectively • Numeracy skills to be able to undertake routine financial administration • Excellent interpersonal skills with the ability to be able to communicate effectively with parents/carers, pupils, colleagues, governors, and external agencies • The ability to work as part of a team – communicating openly and interactively, listening carefully to others and valuing their opinion • The ability to stay calm in difficult situations • Good time management skills, to include the ability to adjust to constantly changing work demands and to be able to meet deadlines • Ability to share skills and knowledge within the workplace and provide advice and guidance to others | E E E E E E E |
| Professional Values and Practice | |
| <ul style="list-style-type: none"> • Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration • To be able to work collaboratively with colleagues both within school and other organisations, and carry out the role effectively, knowing when to seek help and advice • Able to improve their own practice through observations, evaluation, and discussion with colleagues | E E E |
| Special Requirements | |
| <ul style="list-style-type: none"> • Willingness to undertake appropriate first aid training | E |

How to Apply

Application Process

The application process for this role is a 2-stage process:

- Application form
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to an interview.

To ask any questions, or to submit your completed application form, please email kirsty.taylor@LDST.org.uk or call 01704 538366.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

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| Closing Date: | 9.00am, Friday 6 th February 2026 |
| Shortlisting Date: | Friday 6 th February 2026 |
| Interview Date: | w/c 9 th February 2026 |
| Start date of Post: | Monday 13 th April 2026 |

Our Trust Prayer

Heavenly Father,

Let peace, friendship and love grow in our schools.

Send the Holy Spirit to give
excellence to our learning
love to our actions and joy
to our worship.

Guide us to help others,
so that we may all

Learn, Love and Achieve, Together with Jesus.

Amen