

Administration Assistant/ Office Assistant

Candidate Pack

Salary: NJC SCP 5 £25,583 FTE
(£10,230.88 Actual Salary)

Contract Type: Permanent

Contract Term: Part Time
17.5 hours per week/Term Time only

Location: Bridgewater Park Primary
School, Plantation Close, Castlefields,
Runcorn, WA7 2LW



Bridgewater Park
Primary School

Administration Assistant/Office Assistant

Salary

NJC SCP 5 £25,583 FTE (£10,230.88 Actual Salary)

Contract Type

Permanent

Hours

17.5 hours per week (Mornings Monday-Friday)

Closing Date

Friday 6th March 2026 9am

About Us

At Bridgewater Park we believe in working together with parents to achieve the very best for our children. Our focus is on giving all children the opportunity to achieve well. Visitors often comment on the friendly atmosphere in our school, and we welcome parents and prospective parents by opening our doors to the community on a regular basis. All our staff are skilled, dedicated and committed to our children.

Our Values:

- Kindness—we look out for each other
- Integrity—we do the right thing.
- Tenacity—we do what it takes.

These are the three core values we live by every day. Our values are continually promoted through our curriculum offer, behaviour and expectations. Children are encouraged to demonstrate our school values in all contexts. Within our school community, everybody (staff, pupils and parents) promotes aspiration and ambition; encourages others to learn and achieve their potential; and celebrates all achievements.

About the role

We are seeking a dedicated and enthusiastic office assistant to join our team on a permanent basis. The successful candidate will Manage and co-ordinate the administrative services of the school, working in line with the Multi Academy Trust regulations. You will act as a Personal Assistant to the Head Teacher ensuring that they are kept fully informed of issues within the school and often dealing with items of a confidential nature.

About The Heath Family Trust

Join The Heath Family Trust and be part of our commitment to giving our pupils the best start in life, a mission deeply rooted in our core values. Here, you'll find a supportive environment where we collectively hold ourselves and each other to the highest standards.

We value:

- Clarity: ensuring clear communication and purpose in all we do.
- Collaboration: fostering teamwork and shared success across all levels.
- Accountability: championing a culture where we all take ownership and responsibility.

The Heath Family (NW) is committed to safeguarding and promoting the welfare of children, and we will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable).

Job Description

Key Duties and Responsibilities

- Act as a first point of contact within the school, filtering enquiries as appropriate and taking and passing messages onto appropriate staff.
- Manage the efficient and effective running of the school administrative office including:
- Recording pupil's late attendance and sickness.
- Provide attendance data as required.
- Initiate first day response to pupil absence.
- Recording staff absence and input onto SAM People and Bromcom.
- Book supply staff as directed by the Head Teacher.
- Undertake word processing and typing as required.
- Fill all paperwork in relation to pupils' files.
- Manage the maintenance and reporting of all pupil data from various systems to ensure that all information provided to internal and external sources is up to date and accurate.
- Administer pupils' admissions and withdrawals from the school.
- Manage and resolve complex telephone and face to face enquiries in accordance with the school's procedure and policies.
- Deal with staff recruitment procedures where appropriate.
- Maintain Personnel records, including sickness and annual leave data. Complete all payroll documentation, new starters, and leavers, change to personal data, ensuring all employees are paid correctly and on time.
- Maintain the Single Central Record (SCR).
- Preparation for the school Newsletter.
- Coordinate attendance to after school club.
- Ensure appropriate records for the administration of medicines are maintained in line with the school policy.

Person Specification

PERSON SPECIFICATION – Office Administrator/Office Assistant		
CATEGORY/ITEM	ESSENTIAL	DESIRABLE
Qualifications, Knowledge & Experience		
• Minimum of 5 GCSE's A* - C (or 4+) including English and Maths or equivalent	X	
• Experience of working in a administration or support role	X	
• Experience of working with third party service providers		X
• Organised with good attention to detail and experience of managing electronic and paper filing systems	X	
• Competent in the use of Microsoft Office applications including Excel and Word	X	
• Understanding of safer recruitment in a school context		X
• Experience of working in a school or other educational setting		X
Skills, Abilities and Personal Qualities		
• Ability to prioritise tasks, manage time effectively and meet deadlines	X	
• Ability to cope effectively in a busy, demanding role	X	
• Proven ability to maintain confidentiality in all aspects of work	X	
• Ability to manage stakeholders and third-party service providers	X	
• Excellent communication skills both oral and written	X	
• Able to provide a high level of customer service to stakeholders.	X	
• Able to use own initiative within a busy, diverse team	X	
• Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity	X	
• Flexible approach to working hours and positive attitude to work	X	
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Suitability to work with children		
• Enhanced DBS clearance is required for this position	X	

How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to recruitment@theheathfamily.org.uk.

Application closing date: Friday 6th March 2026

Shortlisting Date: Monday 9th March 2026

Interview Date: Friday 13th March 2026

About the Trust



Our work at The Heath Family Trust is rooted in our mission, our values and in a commitment to giving our pupils the best start in life. We collectively hold ourselves and each other to the highest standards. You will thrive in an environment that values **clarity** in communication and purpose, fosters **collaboration** across all levels, and champions a culture of **accountability**.

Academic rigour is our priority. We achieve this by ensuring our work is thorough and of the highest intellectual integrity.

✓ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

With kindness: we look out for each other.

With integrity: we do the right thing.

With tenacity: we do what it takes.

✓ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.

We Offer:



- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance and employee wellbeing
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Appropriate pension scheme
- ✓ Employee Assistance Programme (EAP)

