

# Admin Assistant

Applicant Pack

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SIXTH FORM**



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**Silverdale  
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**Westfield School**



**Bradwell  
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**HADY PRIMARY SCHOOL**



**Malin Bridge  
Primary School**



**Stocksbridge  
Junior School**



**Chorus**  
Education Trust

Outstanding Achievement for All

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# The vacancy

## Post advert

<b>Deadline for applications:</b>	11.59pm on 1 June 2025
<b>Interviews to be held:</b>	Week beginning 9 June 2025
<b>To start:</b>	ASAP

We are seeking to appoint an enthusiastic Admin Assistant to join the busy administration team at Hope Valley College.

This role offers variety and creativity as it is required to provide administrative support to a wide range of functions within school including routine tasks for teaching departments, updating displays, administration for school trips and pastoral administration relating to student records and rewards within the management information system (MIS).

We are looking for someone who is highly organised, an excellent communicator, flexible and can work well within teams and who is confident in undertaking a range of admin duties and the use of Microsoft Office Packages.

The working hours are 8.30am to 4pm, Monday to Friday, term time only.

## Role summary

<b>Post title:</b>	Administrative Assistant	
<b>Profile:</b>	BS2	
<b>Grade:</b>	Grade 3	
<b>Grade spinal point range:</b>	SCP 5 to 6	
<b>Salary:</b>	£24,790 - £25,183 (pro rata £20,169 - £20,489)	
<b>Accountable SLT post:</b>	Business Support & Finance Manager	
<b>Line manager (if different):</b>	Office Manager	
<b>Staff to be supervised or line managed by post holder:</b>	N/A	
<b>Post holder will work with:</b>	Business Support Staff Educational Support Staff Subject Leaders & Teaching Staff	
<b>Holiday and sickness relief:</b>	By and for other Business Support/Administrative Support staff	
<b>Purpose of post:</b>	To assist in the provision of an efficient and administrative support service within the school.	
<b>Version revised:</b>	January 2023	
<b>Contract:</b>	Permanent	35 hours/39 weeks

## Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

To be responsible for providing an efficient administrative support service, following systems and processes to the standards required by the School/Trust and appropriate regulatory bodies.

Duties will include, but not be limited to:

### Specific duties and responsibilities

- Provide comprehensive admin support to SLT, SENCO, Exams Manager, Safeguarding Manager, Teaching & Support staff and students
- To undertake administrative tasks, e.g. typing, photocopying, filing, minute taking and other clerical duties as required
- To learn the role of Receptionist and provide assistance at key times of the day
- Data entry associated with the school's management information systems including pupil information etc.
- Telephoning parents, schools and other organisations on request
- Undertake routine administrative duties on behalf of departments
- Assist with the administration of curriculum related trips and relevant enquiries
- Assist with the collection and balance of school monies as appropriate
- Receive, catalogue, issue and retrieve departmental resources as required including the monitoring of stationery stock levels ensuring we have a suitable level of stock on site at all times.
- Prepare and maintain teaching materials and equipment, store and retrieve equipment as required
- Assist the resources team to timetable audio-visual aids, material, and order equipment including stationery and display material
- To be part of the school first aid team – Training will be provided

### Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.

- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

### **Changes to these duties**

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/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

# Person Specification

Job Title: Administrative Assistant

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Generic administrative experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages.	✓		A
Customer services experience.	✓		A
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Experience of an education, training or similar environment.		✓	A
Organisation and bookings for events.		✓	A / I
<b>Qualifications</b>			
Good level of literacy and numeracy - GCSE Maths and English at grade 4 or above.	✓		A
Evidence of regular, relevant and recent personal development.	✓		A
<b>Other skills</b>			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓	✓	A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I

Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
<b>Interpersonal skills</b>			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I



## Hope Valley College

Hope Valley College is an 11-16 comprehensive school set in a beautiful location in the village of Hope in the heart of the Peak District. The school was originally modelled on the lines of the successful village colleges originated by Henry Morris to provide community education. Hope Valley College now welcomes 550 students from a wide area including Derbyshire, Sheffield and Greater Manchester. On our site, housed in a purpose-built facility, we also run a post-16 SEND provision; Hope Valley Pathways prepares young adults with SEND for life and work and has up to 20 young people on roll.

At Hope Valley College, we offer an ambitious curriculum that is supported by a wide range of enrichment activities. We have high expectations of our students, who achieve well and who are encouraged to embrace the opportunities that our beautiful location offers.



In addition to trust-wide benefits for all staff, those at Hope Valley College also have access to:

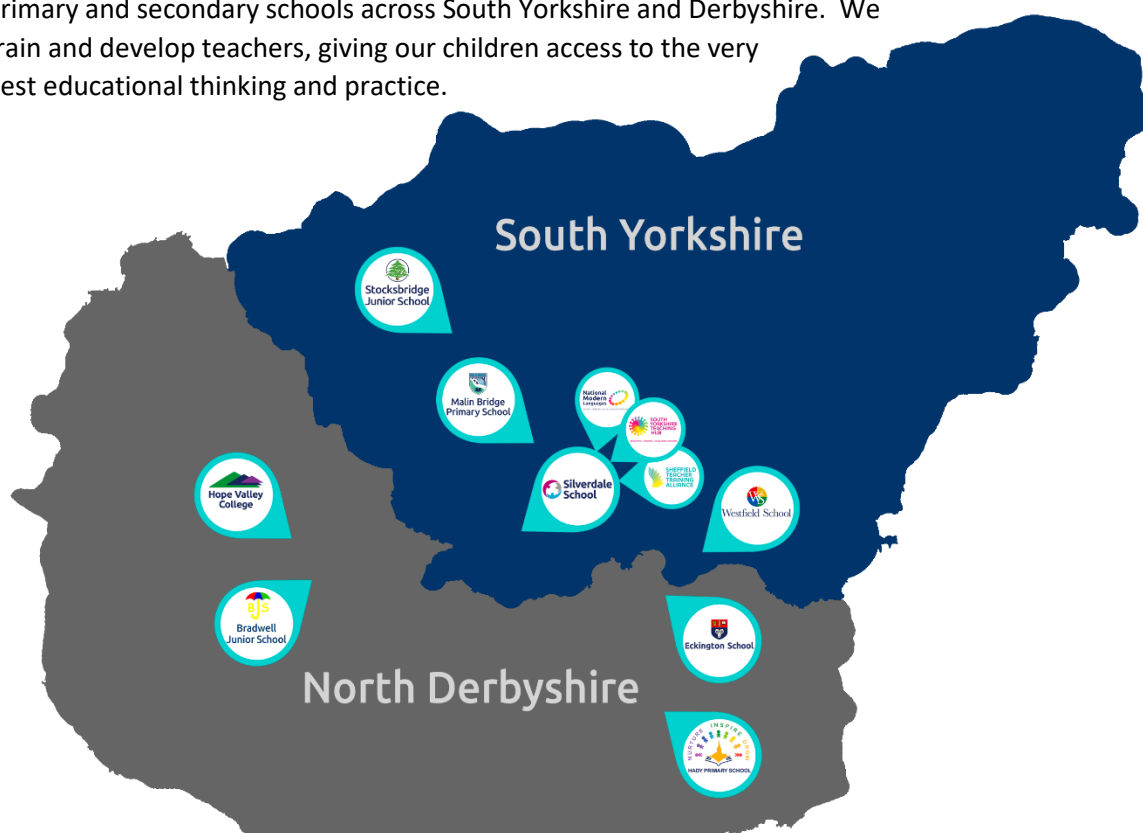
- Supportive and friendly staff and leadership team.
- Free staff parking.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme, and many outdoor adventure activities.
- Internationally renowned rural landscape on the doorstep.

You can view the school website at: [www.hopevalley.chorustrust.org](http://www.hopevalley.chorustrust.org).



## Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



A **collaborative environment** encouraging knowledge sharing and support.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



**Career progression** opportunities within a growing, local trust.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.



Term-time only contract postholders have the freedom of having **school holidays** off.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).

## To apply

- Full application pack and application forms available from:  
[www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies)
- Completed application forms are to be sent to: Lisa Critchlow (HR Officer)  
at: [recruitment@hopevalley.chorustrust.org](mailto:recruitment@hopevalley.chorustrust.org)
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on 1 June 2025
- Interviews to be held: week beginning 9 June 2025

### Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



### Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at [www.chorustrust.org/policies](http://www.chorustrust.org/policies).

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.