



# Job Application Pack Asterdale Primary School

## **Administrative Assistant Maternity Cover**

Contract Type: Maternity Cover

Part time / Full time considered, minimum 27 hours per week, 38 weeks per year

Salary: Grade A, scale point 3, £25,614 pro rata

Closing Date: Friday 2<sup>nd</sup> October 2026 at 12:00pm

Interview Date: Tuesday 6<sup>th</sup> October 2026

Start Date: Monday 2<sup>nd</sup> November 2026

Welcome Letter from John O'Leary

Head Teacher of Asterdale Primary School

Dear Candidate,

Thank you for showing an interest in the role of Administrative Assistant maternity cover at our amazing school.

This is an exciting opportunity for a dedicated individual to make a real difference to our pupils at Asterdale. We are looking for a candidate who will strengthen our team, who has good communication skills and will have our children's best interests at heart.

Asterdale is a small school with a big heart - located in the Spondon. We are a well-established and popular school in our community. Asterdale is a school currently on a rapid improvement journey, which makes it an exciting time to join our team.

Our school vision centres around 'everyday excellence' - we aspire to deliver the highest possible standards in all aspects of our work. As a school, we are ambitious for all and uphold that every child can and will achieve their best through our school shared ethos of 'together we can'. Together, we achieve excellence by striving to always be at our best. Our recent Ofsted outcomes (March 2026) demonstrate our commitment and success towards every day excellence across our school's practice.

Our 'everyday excellence' mission recognises that every child can grow and succeed through adopting positive attitudes to learning and striving for excellence every day (in every lesson, every time, every child). Our school 'Asters' values underpin this further too, in supporting our learners to apply themselves as excellent pupils with high aspirations.

Our school is part of the Odyssey Collaborative Trust. Odyssey is committed to supporting and delivering education of the highest quality across the trust with one shared vision: 'Our Children Thrive – Our Colleagues Thrive – Our Community Thrives'.

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team.

We look forward to receiving your application and working together with you in furthering your own professional journey to excellence.

Best regards

**Mr John O'Leary**

Headteacher

**We strive for...**



**Aspiration**



**Self Belief**



**Teamwork**



**Empathy**



**Resilience**



**Safety**

## Application Details

### KEY PURPOSE OF THE JOB

Asterdale Primary School would like to appoint an Administrative Assistant who has recent, relevant experience within a school, to provide administrative and financial support to the school and the Headteacher.

We are looking for someone who is highly professional, skilled in school administration and who has excellent communication skills. This role requires experience of MIS systems, online payment systems and MS Office. The successful candidate will be flexible, able to meet the demands of a busy office and work well within a team and on their own.

We require someone who can:

- Deliver a professional, welcoming and efficient reception service;
- Provide administrative support to the Office/Business Manager and Senior Leaders;
- Be resilient, flexible and demonstrate an ability to work well under pressure, producing work to a high standard;
- Be methodical, well organised and display an appropriate level of confidentiality;
- Demonstrate high proficiency in ICT and keyboard skills;
- Interact effectively with children, parents, staff and visitors;
- Manage time effectively and work within organisational procedures and processes;
- Work collaboratively and supportively with colleagues within the school and wider Trust;
- Monitor administrative deadlines and ensure information is submitted within required timescales;

Visits are positively encouraged. Please phone or email to arrange a mutually convenient appointment. Find out if we're right for you! We are proud to offer a supportive and experienced leadership team, a hard-working and an enthusiastic group of staff and a well-resourced school. If you believe you possess the qualities to take on this exciting challenge, then we would be delighted to hear from you. Contact the School Office 01332662323 or email [n.white@asterdale.odysseyct.org.uk](mailto:n.white@asterdale.odysseyct.org.uk)

Odyssey Collaborative Trust is committed to safeguarding and promoting the welfare of children. We follow safer recruitment procedures and will require an enhanced DBS clearance and references from current and past employers. As this position is designated as a "Regulated Activity" references will be sought in advance of an interview. Further details of this post, the school and the Trust are included in the pack and details of how to apply can be found below.

Should you wish to apply for the post, please submit your application form and also provide us with a covering letter (no longer than 2 sides of A4) which details your skills, attributes and experience in relation to the role. These can be emailed to [n.white@asterdale.odysseyct.org.uk](mailto:n.white@asterdale.odysseyct.org.uk) or post your application: FAO: Mr O'Leary (Headteacher), Asterdale Primary School, Borrowash Road, Spondon, Derby, DE21 7PH

As this post is regulated activity, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education document: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

## Job Description

|                   |                                                             |
|-------------------|-------------------------------------------------------------|
| Job Title:        | Administrative Assistant                                    |
| Grade:            | A, scale point 3                                            |
| Contract / Hours: | 27 hours per week. Term time only, 38 weeks                 |
| Responsible to:   | School Business Manager, Senior Leaders and the Headteacher |
| Manager:          | School Business Manager                                     |

### PURPOSE:

The Administrative Assistant will provide a professional, welcoming and efficient reception service while undertaking a broad range of administrative duties that support the effective operation of the school.

In addition to reception responsibilities, the post holder will take ownership of designated administrative processes, maintain accurate records and databases, support compliance requirements, and contribute to the efficient delivery of school business functions. The role requires the ability to work with a high degree of accuracy, prioritise workloads, manage confidential information and exercise initiative within established procedures.

### MAIN DUTIES AND RESPONSIBILITIES

#### ADMINISTRATION

- Provide administrative support to the Office/Business Manager and Senior Leaders.
- Maintain and update pupil, staff and school records using management information systems.
- Produce reports, correspondence, meeting documentation and other administrative materials.
- Monitor administrative deadlines and ensure information is submitted within required time-scales.
- Coordinate routine school processes including consent forms, educational visits, attendance documentation and parental communications.
- Support school census returns and data collection exercises as directed.
- Maintain electronic and paper filing systems ensuring compliance with data protection requirements.
- Assist with the administration of admissions, transitions and pupil leavers processes.
- Support the organisation of meetings, events and training activities.
- Provide guidance and support to the Receptionist Role
- Resolve routine enquiries and issues with minimal supervision.

#### **DATA AND INFORMATION MANAGEMENT**

- Maintain accurate databases and management information systems.
- Produce routine statistical and management reports.
- Undertake data checking and validation activities to ensure accuracy and completeness.
- Support compliance with GDPR, records management and information governance procedures.
- Assist in the preparation of information requested by school leaders, governors, the Trust and external agencies.

#### **FINANCE ADMINISTRATION**

- Raise purchase orders and monitor authorisation processes.
- Reconcile transactions and maintain accurate financial records in line with school procedures.
- Support the administration of school budgets through accurate record keeping and reporting.
- Assist in processing invoices and resolving routine supplier queries.
- Maintain records relating to lettings, wraparound provision, trips and educational activities where required.
- Follow school procedures relating to the collection, handling, security, recording, and banking of monies.
- Operate and maintain systems relating to club bookings, school trips, school meals, catering returns, and free school meal authorisations.

#### **OPERATIONAL SUPPORT**

- Support the administration of school policies, procedures and compliance records.
- Assist in coordinating arrangements for contractors, visitors and external agencies.
- Maintain inventories, asset records and departmental administrative systems.
- Support preparation for inspections, audits and Trust reviews through accurate record management.

#### **SAFEGUARDING RESPONSIBILITIES**

The school is committed to safeguarding and promoting the welfare of children and young people.

- Update the Single Central Record with daily supply/agency/visitors/contractors in the absence of an Office/ Business Manager.
- Ensure visitors comply with safeguarding and security procedures.
- Promote and safeguard the welfare of all pupils.
- Follow safeguarding, child protection, and safer recruitment policies and procedures.

- Maintain strict confidentiality regarding all pupil, staff, and school information.
- Report any safeguarding concerns immediately through the appropriate channels.
- Participate in safeguarding training and updates as required.

#### HEALTH AND SAFETY

- Support the Senior Leadership Team in ensuring compliance with school health and safety policies and procedures, including the coordination of contractors, obtaining quotations, and maintaining appropriate records in conjunction with the Site Manager.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.
- Assist in monitoring health and safety arrangements and report hazards, defects, incidents, and concerns promptly through the appropriate channels.
- Ensure that visitors and contractors adhere to site security and health and safety requirements.
- Contribute to the maintenance of a safe, secure, and welcoming environment for pupils, staff, visitors, and the wider school community.
- Participate in relevant health and safety training and support the implementation of safe working practices across the school.

#### PROFESSIONAL STANDARDS

The post holder will:

- Demonstrate professionalism, integrity, and discretion at all times.
- Promote equality, diversity, and inclusion.
- Treat all members of the school community with dignity, respect, and fairness.
- Build positive relationships with pupils, parents/carers, colleagues, and visitors.
- Attend relevant training, meetings, and professional development activities.
- Undertake any other duties commensurate with the grade and responsibilities of the post.

## Person Specification

| CRITERIA                                                                                                                                   | ESSENTIAL | DESIRABLE | EVIDENCE |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|----------|
| <b>QUALIFICATIONS</b>                                                                                                                      |           |           |          |
| GCSE Grade 4/C or above (or equivalent) in English and Mathematics                                                                         | ✓         |           | A        |
| Administrative training in relevant administrative processes                                                                               | ✓         |           | A        |
| Level 3 in Business Administration or working towards                                                                                      |           | ✓         |          |
| <b>EXPERIENCE</b>                                                                                                                          |           |           |          |
| Good experience in a Receptionist and Administrative role.                                                                                 | ✓         |           | A        |
| Experience of working in a school office environment                                                                                       |           | ✓         | A        |
| Experience of a broad range of administrative functions and responsibilities                                                               | ✓         |           | A/I      |
| Experience of working to and delivering deadlines                                                                                          | ✓         |           | A/I      |
| Experience of using Office computer programs including Excel, Word and Outlook                                                             | ✓         |           | A/I      |
| Experience of using MIS and database systems                                                                                               | ✓         |           | A/I      |
| Experience of purchase ordering processes and financial administration                                                                     | ✓         |           | A/I      |
| Experience of handling sensitive and confidential information                                                                              | ✓         |           | A/I      |
| Experience of producing reports, correspondence and administrative documentation.                                                          | ✓         |           | A/I      |
| Experience of working as part of a Team in an office environment                                                                           | ✓         |           | A/I      |
| <b>KNOWLEDGE</b>                                                                                                                           |           |           |          |
| Understanding of Safeguarding in an Education Setting and an ability to understand The Trust Policies on Safeguarding and Child Protection |           | ✓         | A/I      |
| Understanding of Health & Safety requirements within the environment you work                                                              |           | ✓         | A/I      |
| Understanding of Health & Safety requirements                                                                                              | ✓         |           | A/I      |

|                                                                                                                                                                                  |   |   |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|-----|
|                                                                                                                                                                                  |   |   |     |
| Understanding of GDPR and data protection principles                                                                                                                             | ✓ |   | A/I |
| Understanding of the Administrative tasks within an office setting                                                                                                               | ✓ |   | A/I |
| <b>SKILLS AND ABILITIES</b>                                                                                                                                                      |   |   |     |
| Ability to organise and prioritise work effectively in order to meet deadlines and to maintain high standards at all times.                                                      | ✓ |   | A/I |
| Ability to analyse and check information for accuracy.                                                                                                                           | ✓ |   | A/I |
| Good organisational and planning skills                                                                                                                                          |   | ✓ | A/I |
| Ability to interpret information and complete tasks with attention to detail                                                                                                     | ✓ |   | A/I |
| Ability to interpret procedures and apply them consistently                                                                                                                      | ✓ |   | A/I |
| <b>TRAINING</b>                                                                                                                                                                  |   |   |     |
| Interest in own personal development and willingness to undertake further training required to support the role.                                                                 | ✓ |   | A/I |
| Current First Aid training or willing to undertake                                                                                                                               | ✓ |   | A   |
| <b>PERSONAL ATTRIBUTES</b>                                                                                                                                                       |   |   |     |
| Professional and resilient approach to work with a positive and solution-focused attitude                                                                                        | ✓ |   | A/I |
| Promotes a positive, supportive and respectful working environment, demonstrating kindness, collaboration and consideration for colleagues, pupils, parents/carers and visitors. | ✓ |   | A/I |
| Ability to work flexibly and respond positively to change                                                                                                                        | ✓ |   | A/I |
| Ability to maintain confidentiality and discretion                                                                                                                               | ✓ |   | A/I |
| Reliability, commitment and positive enthusiasm                                                                                                                                  | ✓ |   | A/I |
| <b>OTHER</b>                                                                                                                                                                     |   |   |     |
| Commitment to promoting the ethos and values of the School/Trust and getting the best outcomes for all pupils                                                                    | ✓ |   | A   |
| Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, and reputation of the school/Trust                                                   | ✓ |   | A   |
| Commitment to maintaining confidentiality at all times                                                                                                                           | ✓ |   | A   |
| Commitment to safeguarding and equality                                                                                                                                          | ✓ |   | A   |