

# CASTLE PRIMARY ACADEMY



**Astrea Academy Trust**  
INSPIRING BEYOND MEASURE

**Administration Assistant**

**CANDIDATE PACK**



# Open Letter from our Principal

Dear Candidate,

Thank you for your interest in this role within our school.

We are a small and friendly, family school who believe in giving children the best possible education and care so that they make a successful start on their learning journey.

You would be joining the school at an exciting stage in our development as we make the journey towards excellence. We are a small but highly committed staff who are looking for an enthusiastic and creative teacher to join our team.

The school is situated in the community of Conisbrough on the outskirts of Doncaster and benefits from good working relationships with parents and enthusiastic children.

If you follow this link it will take you to our website where you will find more information about the school. <https://www.astreacastle.org>

You are also most welcome to visit the school and/ or contact me at [admin@astreacastle.org](mailto:admin@astreacastle.org) with any questions you may have.

I look forward to meeting you.

**Claire Blagden**

**Principal at Castle Academy**



## We can offer you:

*Enthusiastic and caring children who are keen to learn.*

*An opportunity to be part of an inspiring team that plays a central role in the broad and diverse community it serves.*

*An opportunity to make a difference to the lives of the young people and families in Doncaster.*

*Commitment to your continuing professional learning and career development.*

*A hardworking team who are committed to promoting high achievement across the curriculum and school.*

*A good humoured, industrious, highly skilled and enthusiastic staff team.*

*Supportive and effective leadership.*

*Access to the Teacher's Pension Scheme and our Employee Assistant Programme.*

*Astrea Academy Trust is fully committed to being diverse and inclusive workforce where together we can embrace each other's unique individuality, background and heritage. We believe that by reflecting and representing the communities and people we serve, we will better and further the life chances of our pupils.*



# Job Description

**JOB TITLE:**  
Administration Assistant

**REPORTING TO:**  
Office Manager

**SALARY RANGE:**  
£23,114 - £23,893

**ACTUAL SALARY IF PRO RATA:**  
£10,781 - £11,144

**CONTRACT TYPE:**  
Permanent, term time

**WORKING PATTERN:**  
20 hours per week  
Term time only (38 weeks plus 5 INSET days)



# Role Description

## Purpose

- To provide administrative, clerical and routine financial support to the Academy Team.

## Key Accountabilities

- Perform reception and telephone duties to provide courteous advice, information and help to staff, pupils, parents and visitors to the Academy
- Provide routine administrative duties e.g. confidential typing, arrange diary, provide refreshments

## Main Duties and Responsibilities

### Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Undertake student services duties, dealing with student enquiries.
- Assist with student first aid/welfare duties, looking after sick students, liaising with parents/staff etc.
- Contacts pupils and parents in matters relating to educational records or enquiries
- Deal with complex reception/visitor etc. matters.
- Organise Academy trips/events etc.

### Administration

- Undertake typing and word-processing and complex IT based tasks.
- Provide administrative and organisational support to other staff.
- Monitor attendance registers
- Prepare lunch registers and reports for the kitchen
- Process, format and assemble documents records, information and data sensitively.
- Maintain the academy database (MIS system)
- Issuing communications to colleagues, students, guardians and other stakeholders
- Assist in arranging Academy trips, makes and confirms booking, collects and records contributions
- Adding and removing pupils from roll
- Assists in arranging after school clubs, confirming places and contributions
- Assist with checking and compiling reports for the Office Manager and Leadership team

## General

- Operate relevant equipment/complex ICT packages.
- Monitor and manage stock, cataloguing resources and undertaking audits as required.
- Assist with marketing and promotion of the Academy.
- Forms relations with visitors and pupils to provide advice, information, instruction and resolve issues that arise
- To undertake any other duties and responsibilities as may be determined.
- To undertake any necessary courses or training as appropriate for the post.

To support other Astrea Academy Trust schools when required.

The Postholder's duties must be carried out in compliance with the Trust's policies and procedures, including child protection procedures and the Council's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and the subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

This job description will be reviewed annually, as part of the school's annual appraisal procedures for support staff, or earlier if necessary. It may be amended at any time subject to consultation with all relevant parties.

# Person Specification

## Experience

- Working in a busy office environment in an administrative capacity
- Working in a school / academy office previously
- Processing orders
- Implementing new processes
- Accurate input of data
- Good organisational skills
- Working with confidential data

## Education and Qualification

4 GCSEs A8-C or equivalent, including English and Maths

Level 3 or above a professional qualification in administration

## Skills and Knowledge

- Ability to forge positive relationships with staff, students and stakeholder
- Ability to work independently and with others
- Strong IT and keyboard skills
- Good communication and interpersonal skills
- Good literacy and numeracy skills
- Ability to produce and edit complex word documents
- Ability to problem solve
- Ability to collect balance and record cash transactions and an awareness of the related financial processes
- Ability to work with discretion
- Ability to take direction from senior staff
- Ability to use outlook for emails, calendar and sharepoint
- Knowledge of safeguarding
- Good organisational skills

### **This is not exhaustive.**

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy

# About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

## Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

## Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

## A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.

## Astrea Talent Programme

*We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.*

