

HEXTHORPE PRIMARY ACADEMY



Astrea Academy Trust
INSPIRING BEYOND MEASURE

ADMIN ASSISTANT

CANDIDATE PACK



Open Letter from our Principal

Dear Candidate,

We are delighted that you are interested in applying for this role at Hexthorpe Primary Academy. Hexthorpe Primary is a highly popular academy, with a warm, caring, friendly ethos, serving a diverse community. We truly believe that our role in school is to inspire the pupils and one another beyond measure.

We currently have over 400 pupils on roll, with capacity for 682 as the school continues to grow. The building has 22 classrooms, superb facilities and an exciting curriculum, which our pupils thoroughly enjoy. Parents actively support their children and engage in many aspects of school life. We would love for you to visit our school so you can see for yourself what a great place Hexthorpe Primary Academy truly is.

We are keen to hear from you if you:

Care about children and enhancing their academic and social experiences

Are highly motivated and enthusiastic

Are creative and innovative and effective communicator

Are committed to your own professional learning

Can demonstrate high standards in yourself and your work and expect high standards from others

Are able to demonstrate enthusiasm and flexibility with the capacity to contribute to the wider aspects of the school life

Are committed to your own professional learning and are reflective in your practice

Are aspirational for yourself and the academy

We can offer you:

Enthusiastic and caring children who are keen to learn and parents who show a keen interest in the education and welfare of their children

Commitment to your continuing professional learning and career development

Well-resourced working environment

Hardworking team who are committed to promoting high achievement across the curriculum and school

Good humoured, industrious, highly skilled and enthusiastic staff team

Supportive and effective leadership Looking forward to hearing from you!

Jeni Harrison

Principal at Hexthorpe Primary Academy



Job Description

JOB TITLE:

Admin Assistant

REPORTING TO:

School Business Manager

SALARY RANGE:

£23,114 - £23,893 per annum

PRO SALARY RANGE:

£17,519 - £18,109 per annum

CONTRACT TYPE:

Permanent

WORKING PATTERN:

32.5 hours per week, term time only

39 weeks per year – 38 weeks plus 5 INSET days per annum

Monday to Friday – 8am to 3.30pm - 1 hour lunch break



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.



Role Description

Purpose

To provide high quality business support administration to ensure the smooth running of the school in line with the priorities of the Operations Manager. This includes responsibility for managing student information on the school MIS.

Main Duties and Responsibilities

- To be a key part of the operations team, providing a range of administrative services to support the pupils and staff within the school.
- To use technology to support efficient ways of working.
- To prioritise conflicting demands effectively to maintain high levels of support for the wider school team.
- To conduct reception duties as required, including welcoming visitors and taking phone calls.
- To input purchase orders in line with the Trust financial systems.
- To be proactive and flexible, recognising the importance of the team to the smooth running of the school and building strong relationships to allow effective support to be given.
- To manage the online payment system administration, ensuring parental engagement and chasing outstanding debt for school meals and trips.
- Ensure all cash and cheques are banked according to financial policies, and to work with the Operations Manager to ensure supplier statement reconciliation and creditor reports are received.
- To support the promotion of positive relations with parents and carers.
- To ensure that new starters have appropriate logins and equipment, and that safeguarding and onboarding processes are followed for all roles.
- To help resolve issues to ensure that effective business and educational services are maintained.
- To manage fluctuations in workloads within the resources available.
- To build positive relationships with other staff and colleagues across the Trust and embed a collaborative working culture across the school.

- To lead on all communications via the Parent App, including sending additional information through social media as appropriate.
- To manage all parent and carer contact details ensuring that information is kept up to date.
- To work alongside the Operation Manager and finance team to ensure that the finance system is accurate at all times.
- To ensure that child information is updated correctly and mirrors the school MIS, and that free school meal status is always up to date and cross checked against local authority data.
- To comply at all times with Trust policies and procedures, and to undertake any other reasonable duties as requested by the Principal.

This is not exhaustive.



Person Specification

Experience

- Experience in a busy administrative role
- Worked with a variety of IT systems including word processing, spreadsheet and database operation
- Knowledge of school systems would be an advantage
- Able to handle information in accordance with GDPR principles, dealing with confidential and sensitive information.

Education and Qualification

- GCSE qualifications or equivalent and a good standard of literacy and numeracy
- Evidence of ongoing professional development
- Willingness to undertake First Aid training
- Successful completion of relevant training.

Skills and Knowledge

- High level IT skills and the ability to use these effectively in a range of situations
- Ability to work independently and as part of a team, to stay calm under pressure and to meet deadlines
- High expectations of self and others
- Meticulous attention to detail, able to utilise systems and data effectively
- Able to prioritise conflicting demands whilst managing a diverse and demanding workload
- An understanding and commitment to the protection and safeguarding of children and young people
- Aligned to our values and mission
- Highly organised, with strong interpersonal skills and the ability to communicate with a wide range of contacts effectively and professionally
- Proactive and flexible, able to approach challenges pragmatically to ensure the best outcome for pupils, parents, carers and the wider school team
- Understands the challenges within education and wants to be part of a team that strives to make a positive impact every day
- Able to establish and maintain good relationships with pupils, colleagues, parents and carers.

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.

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.

