

Dear Applicant

Thank you for your interest in the position of Administration Assistant at The Dean Trust c/o Ashton on Mersey School, Cecil Avenue, Sale, M33 5BP.

Salary: NJC Scale Band 3 Scale Points 6-11 (£25,183 - £27,269 FTE)
Start Date: as soon as possible
Working Pattern: Term Time only (including 5 INSET days), plus 2 weeks during periods of school closure
36.25 hours per week, 8am-4pm Monday-Friday
Contract: Permanent
Location: Office-based at Ashton on Mersey School

What benefits are offered at The Dean Trust?

- 26/31 days annual leave entitlement (dependent upon length of service)
- Local Government Pension Scheme – Greater Manchester Pension Fund
- 24/7 access to an Employee Assistance Programme (free of charge)
- Cycle to work scheme
- Annual flu jabs (free of charge)
- Access to family friendly policies

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit [The Dean Trust](#)

Method of Application

The preferred method of application is electronically via our career's website [The Dean Trust Careers](#) All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of 9am Monday 24th March 2025 will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on [insert telephone number] or email [insert email address]. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

Believe Achieve Succeed

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The Dean Trust is a company limited by guarantee.



Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| Job title | Administration Assistant |
| Reporting to | Trust Health and Safety Manager, Senior Leadership Team |
| Main purpose of job | <p>To provide administrative support to the Trust Health and Safety Manager in order that consistent and compliant health and safety practice and awareness is effectively established and embedded across The Dean Trust.</p> <p>To provide pupil services administrative support in regards to the School's Careers Education, Information, Advice and Guidance responsibilities, for pupils and students in Key Stages 3, 4 & 5 so that the school can prepare young people for life beyond school and college.</p> |
| Key responsibilities: | |
| <u>Health & Safety</u> | |
| <ul style="list-style-type: none">• Coordinate Health and Safety Trust Improvement Group (TIP) meetings, identify agenda items, record and circulate accurate and timely meeting minutes, maintain and monitor the action log.• Coordinate site visits for the Trust Health & Safety Manager and attend when required.• Assist with identifying, monitoring & implementing improvement areas from internal and external audits.• Monitor progress of actions raised in inspections and liaise with schools to ensure actions are closed in a timely manner.• Monitor and track staff health and safety training including inductions, refresher, compliance and site-specific training.• Support the Trust Health and Safety Manager with updates and changes to the Trust Health and Safety Induction Programme.• Promote cross Trust collaboration, working with schools to share develop and embed consistent best-practice.• Support schools & Estates Managers in the effective maintenance of accurate risk assessments and statutory documentation to ensure compliance.• Support schools' curriculums in specific risk areas such as science, technology and physical education to work with Heads of Department and Estates Managers in statutory compliance reviews, completion of risk assessments, Coshh assessments and adherence to Cleapps guidance.• Assist with accident investigation and reporting; support, monitor and record statements, gather evidence and action any remedial work required, ensuring trends are flagged that may require updates to policies, procedures or risk assessments.• Assist with the contractor approval process.• Assist with monitoring of the Trust compliance database to prompt remedial inspections.• Assist with creating a library of Trust templates, resources and risk assessments that can be localised to support the implementation of health and safety compliance across the Trust.• Assist the Trust Health and Safety Manager in the development and implementation of a termly Health and Safety Bulletin to promote health and safety.• Assist the Trust Health and Safety Manager and Trust Executive in creating and embedding a proactive Health and Safety culture across the Trust. | |
| <u>Careers, Information, Advice & Guidance</u> | |
| <ul style="list-style-type: none">• Organise, schedule and manage appointments for all pupils' personal guidance interviews | |

- Implement and maintain diary/tracking system to prompt colleagues and pupils in regards to follow-up recommendations from action plans
- Coordinate bookings for pupils who may require independent / specialist careers advice
- Maintain pupil records for referrals, including specialist referrals and record follow-up actions
- Organise and confidentially store all careers related documentation in regards to pupil interviews, career plans and interventions
- Organise meetings in liaison with external providers maintaining the external providers contact list
- Assist the Careers Advisor and school to support the planning of careers events and work experience, including invitations, venue, transport and logistics
- Manage the administrative aspects of apprenticeship talks, networking events and careers trips, including invitations, transport arrangements, permissions and coordination with external providers
- Maintain the careers information section on the school website, ensuring information is up to date and compliant
- Maintain and regularly update a careers bulletin for KS4 and KS5, providing pupils and students with relevant opportunities, events, and guidance
- Coordinate and arrange guest speakers for assemblies and workshops
- Track and record pupil/student interactions on the school's online careers database, including career evaluation surveys, ensuring accurate and up-to-date records of engagement
- To provide further administration support to the wider business support team as and when required

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.



Person Specification

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| Qualifications and training | <p>Essential</p> <ul style="list-style-type: none">• A good level of general education including GCSE Mathematics and English Language A*-C, or equivalent• Ability to undertake further training and development as required <p>Desirable</p> <ul style="list-style-type: none">• A track record of recent, relevant professional development• Auditing qualification• IOSH Level 3 Certificate/equivalent or willingness to work towards• Knowledge of careers advice and guidance provision in an educational environment |
| Experience | <p>Essential</p> <ul style="list-style-type: none">• Working in a fast-paced office environment in an administrative capacity• Experience of managing own workload, monitoring performance and ensuring optimum use of resources and systems available• Experience of working autonomously and part of a team <p>Desirable</p> <ul style="list-style-type: none">• Experience of working in health and safety• Experience of working within an educational environment• Experience of coordinating audit processes• Experience of collaborating with stake holders at all levels |
| Knowledge | <p>Essential</p> <ul style="list-style-type: none">• Knowledge of Microsoft Office 365 including Word, Excel, Outlook and other software operating platforms• Knowledge of database management <p>Desirable</p> <ul style="list-style-type: none">• Knowledge of the principles and practices of health and safety and how these contribute to organisational success• Knowledge of the principles of careers advice and guidance provision in an educational environment |
| Skills and abilities | <p>Essential</p> <ul style="list-style-type: none">• Excellent written and oral communication skills• Excellent time management, organisational and administrative skills• Ability to work to deadlines with excellent attention to detail and accuracy levels• Managing a diverse and varied workload, regularly prioritising workload and conflicting priorities• Proactive individual with the initiative and ability to work without direct supervision, taking responsibility for tasks and pride in their role and the quality of their work• Self-motivated, enthusiastic, confident with a positive attitude• Highly developed interpersonal and communication skills with the ability and confidence to communicate effectively at all levels and with a wide range of stakeholders• Confidence and ability to establish professional and effective working relationships• Willingness and ability to work co-operatively as part of a team and self-motivate when working independently• Willingness to undertake further training/development opportunities• Willingness to contribute to wider school activities |

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| | <ul style="list-style-type: none">• An individual who aligns with and demonstrates The Dean Trust values and expectations |
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