



# RECRUITMENT PACK

**ADMIN ASSISTANT**  
**(Term Time only plus 1 week)**



## LEARN THINK CONTRIBUTE CARE



# WELCOME FROM THE PRINCIPAL



Thank you for your interest in Rainhill High School. I hope you find this information pack helpful. If you would like to know more about us before you apply please see our website [rainhillhighschool.org.uk](http://rainhillhighschool.org.uk) or alternatively contact [jobs@rainhillhigh.org.uk](mailto:jobs@rainhillhigh.org.uk)

Our school has a long and strong record of academic success. The destinations that our students move onto are strong. Our continued focus is on raising the aspirations, achievements and confidence of all our students to ensure they have the best life chances; that all of our students leave us ready to take on the world with conviction and self-assurance. We make no apologies for having the highest expectations of all our students.

Our curriculum is ambitious. Students are expected to work hard, and this is complemented by our excellent pastoral care, support and guidance. You will find the staff here are determined to support academic achievement but also provide a wide range of enrichment and extra-curricular activities both within and beyond the classroom, ranging from trips to New York to football teams in school; all of which are important in building the confidence, resilience and experiences of every child.

Our school's mission is 'In Pursuit of Excellence' in everything that we do and our core values; Learn, Think, Contribute, Care, embody our determination to ensure that all our students receive a first-class education that enables them to take their place in society with confidence. We are a popular and high achieving school on the edge of Merseyside with a very strong reputation locally and significantly oversubscribed.

I am very proud of the continued success of Rainhill High School.

**Mrs J Thorogood**  
Principal

## ADMIN ASSISTANT (Term time only plus 1 week)

### Role Overview

**DIRECTLY RESPONSIBLE TO:**  
Admin Manager

We are seeking to appoint a highly efficient and accurate Admin Assistant with a positive attitude to join our Office Team and provide admin and rotational support for a range of areas within the school.

**COMMENCING:**  
As soon as possible

The successful candidate will have previous experience working in a busy office environment and have excellent interpersonal skills, be proficient in the use of MS Office, in particular Word and Excel and is able to multi-task. This role can be fast paced and challenging with no two days the same, so we are looking for someone who has the ability to remain calm and professional under pressure, whilst ensuring that the educational provision for students is maintained to the highest standard of attainment and achievement.

**CONTRACT:**  
Permanent

**CLOSING DATE:**  
Friday 7<sup>th</sup> March 2025  
9am

As well as working as part of a team, you will also be expected to use your own initiative and will have excellent communication, time management and organisational skills with a flexible and pro-active attitude.

**INTERVIEW DATE:**  
Thursday 13<sup>th</sup> March 2025

Previous experience of working in an educational setting would be an advantage.

Visits to the school are warmly welcomed and encouraged by calling 01744 677205

If you believe you have the skills and dedication to meet our standards, and be part of our pursuit of excellence, then we are the school for you.

**Please return application forms to:**  
[jobs@rainhillhigh.org.uk](mailto:jobs@rainhillhigh.org.uk)

Rainhill High School is part of Stephenson MAT and was graded as 'Good' by Ofsted in February 2023. The Academy is working hard to make a difference to staff workloads by investing time, technology, and support to make Rainhill an attractive place to work. For the right candidate, there would be additional opportunities based on potential, ability, and capacity to make a difference across the team and the school.



“The culture of improvement is something I love about working for Stephenson Academy Trust. At Rainhill High School, we have a bespoke approach to CPD for all staff members from ECT to Senior leader. Each member of staff is supported to work on their teaching pedagogy through a collaborative approach that meets the needs of the teacher at all stages of their practice. I feel that this quality of education centred approach supports the wellbeing of the staff and allows teachers to make significant and measurable improvements to their teaching and learning pedagogy which in turn supports the students.”

**Rainhill Teacher**

“Helping my child to be the best they can be.”

**Parent**

“A dedicated teacher who encourages and guides my child in lessons. Makes the lessons enjoyable and provides positive feedback. An excellent teacher.”

**Parent**

“Because from the caretaker to the headteacher, all the staff are amazing. Thank you.”

**Parent**

“Knowing that my child feels happy/safe whilst eager to learn around her.”

**Parent**

“Fantastic, great communication with parents and great educators, making learning fun and getting results.”

**Parent**

“I couldn’t have asked for a better form tutor for my son. It’s really reassuring to know that there is someone there to support him and check in with him daily. He has thrived since starting high school and I am very grateful for her kindness and reassurance.”

**Parent**



# JOB DESCRIPTION



<b>Post</b>	<b>Admin Assistant</b>
<b>Grade</b>	<b>NJC SCP 5 - 6 £21,228 - £21,564 actual pa</b>
<b>Contract</b>	<b>37 hours per week, full time Monday - Friday Term time only plus 1 week Permanent</b>
<b>Responsible to</b>	<b>Admin Manager / PA to SLT</b>

## Purpose of the Post

- To provide general administrative support to the school under the instruction of senior staff and to assist in the efficient running of the school office.
- To be an ambassador for the school when meeting parents and other visitors and to act as first point of reference.
- To contribute to the overall vision and ethos of the school ensuring the best standards possible for pupils and staff.
- To be aware of and support differences and to ensure equal opportunities for all.

## Key Responsibilities

The post holder may be requested to undertake any but not necessarily all of the following duties. Duties required will be directed by the School Office Supervisor and Admin Manager in accordance to the school's needs.

## Administration

- Dealing with general correspondence and enquiries, and where appropriate refer more complex matters to supervisors.
- In accordance with service standards responding to enquiries, both verbal and/or in writing, from a wide range of contacts.
- Updating manual records and the inputting of computerised records and filing systems.
- Assisting in the maintenance of systems for storing, scanning, retrieving and disseminating information using manual and IT processes.
- General administrative duties such as photocopying, filing, emailing and completion of routine forms.
- Entering student data, recording and reporting on the School Information Management System (SIMS) and Synergy.
- Undertaking typing and word processing of letters and other correspondence and relevant documentation and use Microsoft Office systems for recording and updating of information.

## Reception

- Providing a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner.
- Ensuring that all messages are dealt with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly. Dealing with incoming and outgoing post.
- Maintaining the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures i.e signing in, issuing of identification badges.
- Providing information and support to other staff members as required.
- Providing hospitality for visitors.
- Ensuring that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures.

## Additional Duties

- To be willing to be trained as, and to be one of the school's many, First Aid Officers.
- To undertake such additional duties as are reasonably commensurate with the level of this post, as directed by the Principal and Chief Finance and Operations Officer.

## Review of Performance

- Performance Management reviews will focus on the post holder's responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

### **Generic Responsibilities of all Rainhill Staff**

- To work consistently to uphold school's aims and standards.
- To work in a co-operative and polite manner with all stakeholders.
- To work with students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To be aware of GDPR regulations and responsibilities
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the school's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students; e.g. 1 professional, and appropriate, appearance at all times including when out of school, ie: trips, CPD etc.

The post is subject to a satisfactory Disclosure & Barring Service check, satisfactory references and other checks.

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

# PERSON SPECIFICATION



RAINHILL  
HIGH SCHOOL

Criteria	E/D	A/I/T
<b>Knowledge and Experience</b>		
Good working knowledge of Microsoft Word, Excel and Outlook	E	A/I/T
Good working knowledge of IT, including printing, scanning, photocopying and typing	E	A/I/T
Working in an office environment	E	A
Experience of working in a school or other educational setting	D	A
Experience of undertaking 'reception duties'	D	A
Excellent ICT skills	E	A/I
<b>Qualifications</b>		
Good standing of education including GCSE English and Mathematics	E	A
<b>Personal Skills and Attributes</b>		
Ability to work effectively under pressure	E	A/I
Good written and oral communication	E	A/I/T
Good organisational and administration skills	E	A/I
Planning own workload to meet deadlines	E	A/I
High Level of communication and interpersonal skills	E	A/I
Personal motivation	E	A/I
Ability to work as part of a team	E	A/I
Good time management	E	A/I
Understanding of Safeguarding	E	A/I
Understanding of Data Protection and confidentiality	E	A

E = Essential requirement of the role

D = Desirable requirement of the role

A = Assessed via the application form

I = Assessed at Interview

T = Task



## **STEPHENSON TRUST**

Stephenson Trust is based in Rainhill, Merseyside and is currently a single school in a multi academy trust. We have several external partners, including Hope University, Ambition Institute, The Fowler Education Faculty, SSAT, Rainbow teaching school hub and the educational endowment fund.

We are now seeking to expand in the next couple of years with those who share our desire to provide an excellent education

In our trust, our vision is one of excellence for everyone, pupils and staff. We believe that by working together, we can make a positive difference to children`s lives. We place emphasis on wellbeing, collaboration and professional development for our staff, underpinned by research. Our aim is to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is supported and professionally challenged, underpinned by comprehensive CPD programmes and wellbeing initiatives. We offer the following benefits, designed to promote your wellbeing and make your role enjoyable and rewarding.

For the right candidate there will be additional opportunities based on potential, ability and capacity to make a difference across the team and the school.

## **BENEFITS OF WORKING FOR STEPHENSON TRUST**

- A culture that actively promotes a positive work-life balance
- Local Government Pension Scheme with a generous employer contribution
- Flexible and Family Friendly Policies
- Continued Professional Development
- Lifestyle benefits and discounts
- Competitive salaries
- Free on-site parking
- On-site catering facilities

## GUIDANCE FOR COMPLETING YOUR APPLICATION FORM

Your application form should be submitted to the school by email to the school's job vacancies email address provided, or by hard copy to the school postal address. Your application consists of two parts; the application form and the optional Equal Opportunities form.

Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification carefully and ensure that your application is tailored to the role you are applying for. You may also wish to submit a covering letter outlining how your career to date has prepared you for the post.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

If you are applying for a post that includes working with children or vulnerable adults please include the date that you left secondary education. We may contact any of your previous employers to confirm information provided in your application.

**Section 6:** This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet the criteria.

**Section 7:** Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

**Section 14:** In line with the statutory guidance document Keeping Children Safe in Education (2024) the trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks.

Application forms should be returned to [jobs@rainhillhigh.org.uk](mailto:jobs@rainhillhigh.org.uk)

Please note it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed.

Click here for the [Admin Assistant Application Form](#)