



NORTHAMPTON  
PRIMARY ACADEMY TRUST

Achieving Extraordinary Things

# East Hunsbury Primary School



## Admin Assistant

## A Welcome from the Headteacher

My name is Kat Pennington and I am delighted and proud to be the Headteacher of East Hunsbury Primary School. We are a two-form entry school with the most amazing 50-place Specialist Unit for pupils with Significant Learning Difficulties.

East Hunsbury Primary School (EHPS) is a truly BRILLIANT school. It is family-centred, ambitious and forward-thinking school that is not only inclusive and welcoming but we are a school with the highest of standards and expectations.

Feeling brilliant is really important to us. We want our children to realise how incredibly brilliant they are and we want our teachers to get the professional development and support that they need to do a brilliant job in the classroom. We understand that considering workload, health and happiness is all part of that.

We are a family here at EHPS and are proud of our community because it is a community in which, everyone feels confident, represented, valued. It is a community where everyone has a voice and is encouraged to contribute. It is a community in which parents are invited to work in partnership with us and one where diversity is embraced and celebrated. A community in which we all learn, laugh and celebrate together.

At EHPS, we put children at the heart of everything we do and every decision we make because we know just how much a child can achieve and understand that it is our job to ensure that they do. We want to foster an enthusiasm for learning that remains throughout life while equipping our pupils with the physical, emotional, social and intellectual skills they need to be happy and successful.

At EHPS, we are kind and behaviour is exemplary. We are committed to safeguarding all of our pupils. We want our teachers to love their job, feel fulfilled and supported. Staff wellbeing is very important to us and we pride ourselves on being a staff that cares, listens to one another, works together and one that creates a vibrant professional learning culture.

If you are still reading this then you are likely to be interested in the job that we are advertising (**great!**).

If you would like more information about our brilliant school then please check out our website: <https://easthunsburyprimary.org.uk> and Facebook page <https://www.facebook.com/EastHunsburyPrimarySchool/>.

Or, call the school office as we will be more than happy to help and answer any questions that you may have. Alternatively, you can book to come and visit us!

If you want to work at a school that values kindness, is committed to both brilliance and enjoyment, one that prioritises staff development and places children at the centre of **everything** – then East Hunsbury Primary School could just be the place for you. Come and see!

**#WeareEastHunsburyPrimary**  
**#WeareBrilliant**

With best wishes,

Kathryn Pennington



## Job Description: Admin Assistant

<b>Job title:</b>	Admin Assistant
<b>Salary:</b>	Grade E Point 4-5 - £24,404 - £24,790 full time equivalent (paid pro-rata)
<b>Hours post</b>	15 hours per week Term time + 2 weeks - 8.00am – 11.00am Monday to Friday (Actual Pay £8,718- £8,856)
<b>Contract type:</b>	Permanent
<b>Reporting to:</b>	Joanne Long and Kat Pennington
<b>Responsible for:</b>	Supporting the daily operations, ensuring smooth communication between staff and families and contributing to the wider goals of the school.

### Main purpose

As our Admin Assistant, you will be the welcoming face and voice of East Hunsbury Primary School. Your excellent interpersonal and communication skills will help create a positive first impression for our families, visitors, and community members.

You will work as a vital part of our effective office team, supporting daily operations, ensuring smooth communication between staff and families, and contributing to the wider goals of the school. With training provided, you'll also have the opportunity to shadow and support the Attendance Officer and other office staff to provide essential cover when needed.

### Duties and responsibilities

- Act as the school's first point of contact: greeting visitors, answering phones, and addressing inquiries in a calm, professional, and positive manner.
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the school
- Perform administrative duties, including photocopying, delivering items to classrooms, and supporting communication with families.
- Operate school-based IT systems such as ClassDojo, Arbor, Insight, and ParentPay (training provided).
- Assist in setting up for school events and ensure office resources are well-maintained.
- Shadow and support the Attendance Officer and Office Administrator and Communications Lead to provide cover during absences.
- Uphold and model the school's safeguarding policies and procedures at all times.
- Take all decisions in line with the vision and values of the school,

- Assist in the organisation of school trips in cooperation with other staff, including the Finance Assistant. This includes ensuring that staff and external providers (e.g. coach companies) have completed all associated risk assessments
- Provide personal, administrative and organisational support to other staff and the governing board when necessary
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school

### Essential Skills and Qualities

- **Interpersonal and Communication Skills:** A friendly and professional demeanour, able to interact effectively with a diverse range of people.
- **Calm and Positive Attitude:** Able to manage a busy environment while maintaining composure and kindness.
- **IT Proficiency:** Confident with computers and able to quickly learn school-based systems.
- **Reliability and Initiative:** Dependable, proactive, and eager to support the team in all aspects of school life.
- **Team Player:** Willing to work collaboratively and contribute to the smooth running of the school.
- **Ability to Work Under Pressure:** Comfortable meeting deadlines and managing competing priorities.
- **Safeguarding Awareness:** Commitment to maintaining the highest standards of child protection and safety.

The school office administrator will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office administrator will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## Person specification

CRITERIA	QUALITIES - ESSENTIAL	QUALITIES - DESIRABLE
<b>Qualifications and training</b>	GCSE in English and Maths at least grade C or equivalent	<ul style="list-style-type: none"> <li>➤ NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards)</li> <li>➤ IT and computing qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Working in an office environment</li> <li>➤ Developing, managing and operating clerical/administrative/financial and organisational systems</li> </ul>	<ul style="list-style-type: none"> <li>➤ Working in a school office</li> <li>➤ Working with children or young people</li> <li>➤ Managing school finances and budgets</li> <li>➤ Analysing and evaluating data</li> <li>➤ Familiar with school-based IT programmes and systems</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Excellent attention to detail</li> <li>➤ Excellent literacy and numeracy skills – including grammar.</li> <li>➤ Competent use of IT packages including word processing, spreadsheets, computerised accounting systems</li> <li>➤ Ability to use relevant office equipment effectively</li> <li>➤ Ability to plan, organise and prioritise</li> <li>➤ Understanding of data protection and confidentiality</li> <li>➤ Understanding of safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>➤ Good knowledge of financial regulations</li> <li>➤ Competent use of IT school based accounting and school systems</li> </ul>

<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>➤ Reliable, proactive and kind</li> <li>➤ Excellent interpersonal skills including an excellent telephone manner</li> <li>➤ Ability to be a team player and show initiative</li> <li>➤ Ability to uphold our school values of: Be Kind. Work Hard. Believe.</li> <li>➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, and reputation of the school</li> <li>➤ Ability to work under pressure and prioritise effectively</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding and equality</li> <li>➤ Embraces change well</li> <li>➤ Deals with difficult situations effectively and appropriately</li> </ul>	
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This job description and person specification may be amended at any time in consultation with the postholder.

### Statement of Equality

Northampton Primary Academy Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. Applications are invited from all members of the community. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

## Safeguarding

Nothing is more important than keeping all our children safe, especially the most vulnerable. The NPAT Partnership is fully committed to ensuring that children with SEND, those eligible for Pupil Premium funding and other vulnerable groups are able to achieve as highly as possible. Schools within the partnership will have the most rigorous and updated procedures and policies which help keep children in our care safe. We will ensure that all vulnerable groups of children achieve highly, when compared to their peers nationally, through the following measures:

- All schools will be subjected to an annual safeguarding audit
- All schools will hold the Inclusion Quality Mark (IQM)
- Behaviour and Safety of children will be outstanding in all our schools.

Our Trust policy can be found here: <https://npatschools.org/index.php/npat-information/safeguarding>

## How to Apply

To apply for this position, please complete the attached Trust Application Form and submit, together with a letter of application of no more than two sides of A4 supporting your application.

Please return by email to [longi@easthunsburyprimary.org](mailto:longi@easthunsburyprimary.org) or by post to Kathryn Pennington, Headteacher, East Hunsbury Primary School. Penvale Road, Northampton. NN4 0QW

Closing date: **9am Monday 16<sup>th</sup> December 2024**

To apply for this position, please complete the attached Trust Application Form and submit, together with a letter of application of no more than two sides of A4 supporting your application.

**Please note that we have the right to withdraw or close this application at any time.**

