

Administration, Organisation and Curriculum Assistant



We are Humber Education Trust.



Application Pack

We are Humber Education Trust.



Our vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we drive these aims further and faster for the benefit of our pupils and our communities.

We are delighted to be recognised as one of the top performing Multi-Academy Trusts in the country*.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special schools). We have a strong moral purpose and a

determination to provide the best education possible for the children in our care.

- We always put the needs of children first
- We celebrate what joins us and also what makes our schools unique
- We embrace links with other education providers as we seek the best outcomes for children
- We have high aspirations for everyone in the school community
- We personalise the support offered to pupils, staff members and schools alike
- We believe in system leadership
- We are passionate educators of everyone in the school community
- We welcome challenge as this promotes positive change
- We are determined to achieve the best outcomes for every individual
- We are relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.

*(based on KS2 outcomes and Trusts with more than 10 schools)



Rachel Wilkes OBE
Chief Executive Officer





Administration, Organisation & Curriculum Assistant

ADMINISTRATION, ORGANISATION & CURRICULUM ASSISTANT CHRISTOPHER PICKERING PRIMARY SCHOOL

Grade & Scale point:	2, SCP 3
Salary:	£25,614 FTE, £22,052 Actual, £13.28/hr
Hours of work:	37 hrs/wk, Monday - Friday
Contract:	Permanent, Term time + 5 days (195 days)
Start date:	As soon as possible following pre-employment checks

We are delighted to offer an exciting opportunity for a dedicated and enthusiastic Administration Assistant to join our friendly and supportive administrative team. We are seeking an individual who enjoys working in a front-facing reception role and is committed to providing a professional and welcoming service, while supporting the effective day-to-day operation of the school's administrative functions.

We are a larger-than-average primary school, fortunate to be based in a modern, purpose-built setting that we share with several valued partners, including Ganton Primary School, iPaSS and Teeny Tots Nursery. Together, we provide a unique, inclusive and nurturing environment that supports children and families within our community.

JOB REQUIREMENTS:

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Provide a high quality and efficient IT/administration support service which meets the needs of the school.
- Keep accurate and up-to-date records, including computerised records, as appropriate using specific electronic recording systems and management information systems (Arbor).
- Assisting with arrangements for visits by school nurse, photographer etc.
- Receive, check and distribute stock of stationery and resources initiating re-order procedures when necessary.

THE SUCCESSFUL CANDIDATE WILL HAVE:

- GCSE English and Maths Grade A-C (or equivalent)
- Administration and/or customer service experience
- Experience of producing/maintaining pupil/staff data
- Good level of self-motivation, flexibility and organisational skills
- To show respect and courtesy at all times when dealing with routine enquiries from pupils, parents/carers, colleagues and members of the public



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AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through trust-wide teacher development programmes and communities of practice.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

HOW TO APPLY:

Please visit our [Eteach careers page](#) to apply for this vacancy. All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

Closing date for completed applications: 8am, Saturday 31 October 2026

Interview date: TBC

If you have any queries regarding the role or application process, please contact Julie Benn, School Business Manager, at Christopher Pickering Primary School on Tel: 01482 352245 or via email jbenn@cpickering.het.academy

As part of Humber Education Trust's recruitment processes, in accordance with statutory Keeping Children Safe in Education guidance, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

CONDITIONAL OFFER:

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks. Shortlisted candidates will be subject to an online search and required to complete a self-declaration of their criminal record.

SAFEGUARDING STATEMENT:

Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.



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SCHOOL: Christopher Pickering
Primary School
JOB TITLE: Administration, Organisation
and Curriculum Assistant

GRADE: Grade 2
DATE PREPARED: June 2017

EVALUATION DATE: 11 October 2017

JE NUMBER: HET14

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the School's Single Equality Scheme.

PURPOSE: Under the direction/instruction of senior staff: provide efficient, accurate and responsive IT/administrative and financial support to the school.

PRINCIPAL ACCOUNTABILITIES:

1.	Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
2.	Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
3.	Assist children with reading under the supervision of the class teacher.
4.	Assisting with arrangements for visits by school nurse, photographer etc.
5.	Provide a high quality and efficient IT/administration support service which meets the needs of the school.
6.	Undertake a range of IT/administration duties on a day to day basis including: word processing, spreadsheets, filing, photocopying, printing, mail sorting and deliver, provision of refreshments, document collating and distribution and display work.
7.	Keep accurate and up-to-date records, including computerised records, as appropriate using specific electronic recording systems and management information systems.
8.	Undertake routine financial administration e.g. registers/school meals.
9.	Process promptly fax, email and telephone messages as required.
10.	Receive, check and distribute stock of stationery and resources initiating re-order procedures when necessary.
11.	Operation of every day equipment in accordance with instructions i.e laminator, photocopier.
12.	Support specific projects within own team by providing administrative or research support as necessary.
13.	Work within clearly defined guidelines and support/supervision at all times.
14.	Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
15.	Be aware of and support differences and ensure equal opportunities for all.
16.	Contribute to the overall ethos/work/aims of the school.
17.	Appreciate and support the role of other professionals.



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18.	Participate in training and other learning activities and performance development as required.
19.	The Health and Safety at Work Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee of the school. In addition to the school's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety Policy.
20.	To promote and safeguard the welfare of children and young people.
GENERAL: The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met.	

DIMENSIONS:

- 1. Responsibility for Staff:**
None
- 2. Responsibility for Customers/Clients:**
None
- 3. Responsibility for Budgets:**
None
- 4. Responsibility for Physical Resources:**
Ensure office equipment and school stationery is maintained, operated and stored as per manufacturer's guidelines.

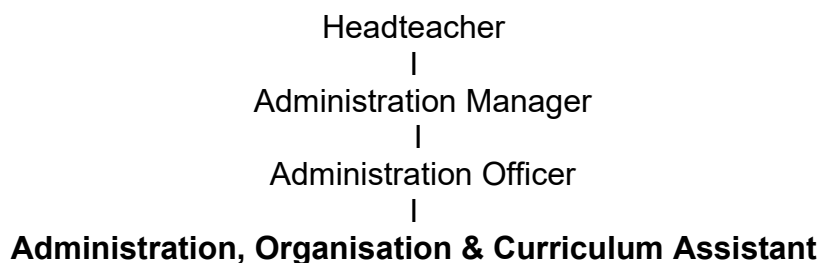
WORKING RELATIONSHIPS:

- 1. Within Administration Team/School:**
Daily interaction with pupils, parents/carers, colleagues and manager.
- 2. Within Trust:**
Interaction with pupils, parents/carers and members of the Trust.
- 3. With External Bodies to the school:**
Face to face or telephone contact with members of the public.
Enquiries from external organisations.



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ORGANISATION CHART:



	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information (if applicable)
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).	√						
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	√						
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		√					Possible instances of aggressive, challenging or emotionally demanding behaviour from pupils, parents/carers or other visitors/callers to the school.



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PERSON SPECIFICATION

The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.

*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References, T = Test/Assessment, P = Presentation

		Essential	Desirable	How identified
1.	Qualifications:			
	NVQ Business Administration Level 2 or equivalent		✓	AF, CQ
	A good standard of education including English and Mathematics	✓		AF, CQ,
	First aid		✓	AF, CQ,
2.	Relevant Experience:			
	Experience of IT based systems	✓		
	Experience of producing/maintaining pupil/staff data	✓		
	Administration and/or customer service experience	✓		AF, I
3.	Skills (including thinking challenge/mental demands):			
	Good level of literacy and numeracy skills	✓		AF, T
	Computer literate	✓		I, T
	Ability to work well as part of a team	✓		I
	Ability to resolve straightforward problems	✓		I, T
	Good level of self-motivation, flexibility and organisational skills	✓		I
	Motivation to work with children and young people	✓		I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		I
4.	Knowledge:			
	Awareness of the importance of confidentiality	✓		I
	Basic understanding of office practices and procedures	✓		AF, I
	Basic understanding of the school's vision, purpose and objectives	✓		I
	An understanding of why equality of opportunity is important	✓		I
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to act on instructions	✓		I, T
	To show respect and courtesy at all times when dealing with routine enquiries from pupils, parents/carers, colleagues and members of the public	✓		I
	To promote a professional and caring welcome to all callers/visitors	✓		I
	Ability to establish professional, effective working relationships with a range of partners/colleagues, children and young people	✓		I



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	Essential	Desirable	How identified
Written Skills			
Basic written/email correspondence conveying simple instructions, guidance or information	✓		I, T

The requirements listed below are not considered during the job evaluation process but are essential requirements for the role that will be assessed during the recruitment process.

6.	Disclosure of Criminal Record:		
	The successful candidate's appointment will be subject to the Federation obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement)	✓	DBS Disclosure

I have read and accept the role of Administration, Organisation, Curriculum Assistant.

Name:

Signed:

Date:

We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only our best is good enough.

This is us. Humber Education Trust.





Join Our Team

We value our employees



The following **benefits** are available to employees within our academies:

Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay
- Generous Leave of Absence Policy

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 support
- Confidential GP, nurse and counselling service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platforms
- Discounted Gym Membership
- Discounted hotels via Hilton, Hampton by Hilton and Marriott Hotels

Professional Development

- Continuous Professional Development for all staff including mentoring and professional coaching
- Access to further qualifications, leadership courses, apprenticeships
- Supportive, diverse staff team, committed to collaboration and improvement, who will work with you to achieve your goals and make a difference to children and young people

The opportunity to make a real difference to the lives of our students



HumberEducationTrust
Where everybody counts, every moment matters.