



Beamont Collegiate
Academy

4th September 2025

Administrative Assistant

Job Description and Person
Specification



'I can, I do & I will be!'

POST OVERVIEW

Administrative Assistant

Beamont Collegiate Academy is a vibrant and dynamic school community with a strong emphasis on high expectations and aspirations. The academy is part of the Challenge Academy Trust (TCAT, popular and oversubscribed and was judged 'good' by Ofsted in July 2022.

We are looking to appoint a dedicated and enthusiastic Administrative Assistant to work within the admin team to provide full administration and consistently provide efficient and quality administrative support to the leadership, teaching and support staff in line with the school's vision and values. This position is permanent and is suited to an individual with drive, passion and commitment who may be keen for a career within the education setting.

The successful candidate will be required to apply for an enhanced DBS Certificate from the Disclosure & Barring Service. Details can be found on <https://www.gov.uk/disclosure-barring-service-check>.

Terms and Benefits

- 1) Salary: TCAT Support Staff Scale – Grade 4 SCP 6-7 (Pro-rata: £19,829 - £20,145)
- 2) 32 hours per week 5 days, Term time Only plus 10 Days (40 weeks) / Permanent
- 3) Eligible for Local Government Pension Scheme (Cheshire Pension Fund Scheme)
- 4) Occupational Sick Pay Scheme (entitlements based on service)
- 5) Access to TCAT+ our Reward, Recognition and Wellbeing offer including access to retailer discounts and benefits, Cycle to Work scheme, Smart Tech Pack, Car Benefit Scheme and online resources to support physical, emotional, professional, financial and social wellbeing.
- 6) Training and development opportunities / CPD
- 7) Any other benefits.

Applications should be returned, only using the application form provided, to recruitment@bca.warrington.ac.uk by the closing date of Wednesday, 17th September 2025, 9am.

Interviews dates to be confirmed.

Start Date: Immediate Start

POST DETAILS

Location:	Beamont Collegiate Academy
Job title:	Administrative Assistant
Salary:	TCAT Support Staff Scale Grade 4 SCP 6-7 (Pro-rata: £19,829 - £20,145)
Hours of Work:	32 hours per week, 5 days (Term Time plus 10 days)
Reporting to:	Office Manager
Responsible for:	Providing admin support for the whole school
Job purpose:	<ul style="list-style-type: none"> • Providing efficient and effective administration & reception support to the Academy and wider community. • To ensure that visitors, staff and students receive an excellent level of administrative support and reception services at all times.
Professional Conduct	<ul style="list-style-type: none"> • To ensure that visitors, staff and students receive an excellent level of administrative support and reception services at all times. • Treat pupils and staff with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to professional position. • Having regard to the need to safeguard pupils' wellbeing in accordance with statutory provisions. • Show tolerance of and respect for the rights of others. • Do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual

	<p>respect and tolerance of those with different faiths and beliefs.</p> <ul style="list-style-type: none"> • Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
General Responsibilities	<ul style="list-style-type: none"> • To support Academy activities, attending appropriate Academy events. • General housekeeping • Any other duties deemed reasonable, as directed by the Principal. • To work consistently to uphold Academy's aims. • To work in a co-operative and polite manner with all stakeholders. • To work with student s and parents in a courteous, positive, caring and responsible manner at all times. • To take an active and positive role in the Academy's commitment to developing staff, and the annual review procedures. • To work with visitors to the Academy in such a way that it enhances the reputation of the Academy. • To seek to improve the quality of the Academy's service. • To present oneself in a professional way that is consistent with the values and expectations of the Academy.

JOB DESCRIPTION

- Efficient administrative support for school Leadership, Teaching, Support staff and other stakeholders.
- Effective co-ordination and maintenance of records for various Academy procedures. Including: Duty teacher, site work, first aid rota, radio system, CCTV, educational visits, absence information, FSM. Arbor-related information (this list is not exhaustive).
- Maintenance of electronic and paper filing systems in line with Academy disposal schedule.
- To deal effectively with visitors, staff and student enquires maintaining a helpful and efficient level of customer service at all times.
- Ensure that visitors, staff and student s adhere to the correct signing in/out procedures and are issued with appropriate identity badges
- Efficient telephony skills and effective transfer of all incoming telephone calls and messages.
- Scanning, shredding and e-mailing relevant to outside agencies when necessary.
- Ordering/checking in & distribution of goods.
- The storing and distribution of post. Preparation and franking of Academy mail. Collection and delivery of all internal mail.
- Effective management of electronic mail systems.
- Provide cover for reception duties as and when required.
- Specific responsibilities regarding Fire Evacuation procedures.
- Provides administrative support to the EVC and trip/activity leaders in organising trips, school events and other activities.
- To undertake First Aid training and carry out workplace first aid for staff.

PERSON SPECIFICATION

Criteria		Essential	Desirable	Assessment Method
Relevant experience				
1	Working as an administrator with good ICT skills including a knowledge of Microsoft Word and Excel and Arbor system (or similar platform).	x		A
2	The Administrative Assistant have experience of working within education.		x	A/I
Qualifications				
3	Good basic education to GCSE standard or equivalent.	x		A
4	Willingness to undertake CPD, skills-based training, first aid and other health and safety courses to support the school's commitment to health and safety.	x		
Knowledge and Understanding				
5	Should have the knowledge and understanding of the nature of the routine tasks that need to be completed on a daily basis.	x		A/I
6	Understanding of the extent and nature of the role, and the commitment and flexibility required to fulfil it.	x		A/I
7	Understanding of what is required in being part of the admin team.		x	A/I
Competencies				
8	Strong organisation and prioritisation skills.	x		A/I
9	Communicate clearly, accurately and helpfully with staff, children, parents, visitors and contractors, and handle all phone enquiries in the same way;	x		A/I
10	Work effectively and efficiently under pressure.	x		A/I
11	Take personal initiatives in liaison work within a team of teaching and support staff;	x		A/I
12	Willingness to undergo further administrative training, when appropriate.	x		A/I
13	Good communication skills, orally and written.	x		A/I

14	Ability to work well as part of a team, and to build trust and openness.	x		A/I
15	Discretion, courtesy, honesty and integrity.	x		A/I
16	Reliable, punctual and diligent.	x		A/I
17	Commitment to safeguarding and the welfare of pupils.	x		A/I
18	Willingness to be involved in the wider life of the school		x	A/I
Commitment to Equal Opportunities				
19	Understanding of and commitment to the principles and practice of equality, diversity and inclusion, both in relation to employment issues and to service delivery	x		A/I

Key: A = Application; I = Interview; T = Task

NOTE TO APPLICANTS:

Whilst all points on the specification are important, those marked as 'essential' are the key requirements for the role. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.