



Inspire, Transform, Together



RECRUITMENT PACK

PA/Secretarial/Administration Officer
St Ives Primary & Nursery School





Welcome to The Heath Academy Trust

and thank you for your interest in joining us.

The Trust is a collaborative group of six primary and first schools, providing inspiring education for pupils from nursery to 11 years in East Dorset. We aim to ensure excellent learning outcomes for our pupils within a framework of strong collaboration and robust school to school support.

This recruitment pack includes:

Our School

A brief outline of who we are and what we do. To find out more about us, visit our school website: <https://www.stivesprimary.com/>

Job Advert and How to Apply

Please ensure that you complete the online application form via the link on Dorset for You, providing email and telephone contact details for all referees. CVs will not be accepted or considered.

Job Description and Person Specification

The job description and person specification will provide you with a clear idea of the role you are applying for. When completing your application, we ask that you relate your experience and skills to these documents to demonstrate your suitability for the role.

The Trust's Vision Statement and Values

We would like to take this opportunity to share our visions and values with you. To find out more about the Trust, please visit our website: <https://heathacademytrust.wordpress.com>

General Information

Equal Opportunities

The Heath Academy Trust and St Ives Primary & Nursery School are committed to equal opportunities and an Equal Opportunities Monitoring Form is included as part of the application form.

Safeguarding

The Heath Academy Trust and St Ives Primary & Nursery School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an enhanced security check performed by the Disclosure & Barring Service in line with the Government's safer recruitment guidelines and will be offered the position subject to this and satisfactory references.

Visits to the School

Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01425 475478** to arrange your visit or to discuss the post further.



St Ives Primary & Nursery School

“Inspiring bright futures and minds.”

St Ives Primary & Nursery School is an extremely happy school, providing a caring environment in which each individual is truly valued. A dedicated, well-qualified teaching staff provides an excellent education, whilst a wealth of extra curricular opportunities helps children to develop their talents to the full. At St Ives, high expectations underpin all that is undertaken. Forward looking in our approach, we are committed to preparing young people for an ever-changing world.

We want our children to feel cared for and valued and, in turn, to care for and value others. We want all the children here to feel really good about themselves because we know that happy, confident children will both do the best they can, and be the best they can.

The beautiful location and excellent facilities play their part too, but it is the quality of relationships throughout the school that creates such a welcoming environment, for children and parents alike.

The staff and children promote these values through our school moto:

Inspiring bright futures and minds.

Respect, Teamwork, Manners, Resilience, Happiness, Unique, Independence, Aspiration



Job Advert

Job Title:	PA/Secretarial/Administration Officer
School Name:	St Ives Primary and Nursery School
Location:	Sandy Lane, Ringwood, BH24 2LE
Hours:	15 hours per week - Term Time Only Monday and Tuesday - 8.30am to 4.30pm (with 30 minutes for lunch)
Contract Type:	1 Year Fixed Term Contract
Salary Range:	Dorset Grade 5, SP5 to SP6 (£25,583 to £25,989 FTE)
Pension:	Local Government Pension Scheme
Contact:	Laura Crossley – Executive Head Teacher E: office@stivesprimary.com T: 01425 475478
Closing Date:	Monday 2 February 2026 (midday)
Interview Date:	TBC
Start Date:	With immediate effect

The Heath Academy Trust and St Ives Primary & Nursery School are excited to be looking to appoint an **PA/Secretarial/Administration Officer** to support our school community in our busy office. You will need to be kind, patient with excellent public facing skills. You will be able to support our pupils, parents and visitors with a positive, effective manner. You must be experienced with Microsoft Office, be fully computer literate with a good understanding of social media and online communication. You will need to undertake basic cash handling. You must be flexible and be able to prioritise. You will assist our staff team with their day to day duties. A positive outlook is essential to support our pupils with their learning, perseverance and manners.

Your role will be required on Monday and Tuesday – for a total of 15 hours per week, term time only. This is a one year fixed term contract **starting with immediate effect**.

St Ives Primary and Nursery School can offer you:

- The chance to work in a small, friendly primary school set in a beautiful location
- The opportunity to work with committed experienced colleagues

Further details about this role can be found on the job description and person specification included in this recruitment pack and more information about the school can be found on our website: www.stivesprimary.com. Visits to the school are warmly welcomed and encouraged. Please contact our school office via email (office@stivesprimary.com) to arrange your visit or discuss the post further.

In line with Keeping Children Safe in Education, all applications must be completed via the online application form. CVs will not be accepted or considered. References will be sought prior to the interview. Please ensure referees are able to provide a full reference rather than a standard statement of employment time. You should provide the email and telephone contact details for all referees – thank you.

The Heath Academy Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. As part of the safer recruitment check, online searches will be conducted for all shortlisted candidates. The search will be purely based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>



Job Description



Job Title:	PA/Secretarial/Administration Officer
School Name:	St Ives Primary and Nursery School
Reporting To:	Head Teacher
Hours:	15 hours per week - Term Time Only Monday and Tuesday - 8.30am to 4.30pm (with 30 minutes for lunch)
Salary Range:	Dorset Grade 5, SP5 to SP6 (£25,583 to £25,989 FTE)

Main Purpose of Job:

To provide efficient and confidential secretarial and administrative support to the Headteacher and school team, to arrange meetings, deal with correspondence, minutes of meetings, telephone calls and visitors for and on behalf of the Headteacher and school staff.

To provide efficient administrative support, to ensure compliance with the Heath Academy Trust and the school administrative and reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties.

Main Duties & Responsibilities:

- To undertake general office duties, including collation/copying reports and documents, organising and maintaining filing systems and assisting in the absence of colleagues
- To be responsible for processing incoming and outgoing mail
- To interact with parents, pupils, visitors, outside agencies
- To order necessary resources
- To administer first aid as necessary (First Aid training will be arranged, if necessary)
- To follow safe working practice at all times
- To ensure full compliance with GDPR
- To organise school events and visits
- To liaise with a team providing caretaking, cleaning and catering support to the school on a day to day basis
- To follow office systems and, if necessary, develop and implement changes to the school office administrative systems, update manuals and guidance within the school and carry out computer upgrades including virus checking and backup, as required
- To attend ICT training, as appropriate
- To be responsible for all aspects of the operation of SIMS/software (Schools Information Management System) for the storage, production of information, statistics and reports associated with detailed pupil records
- To administer the pupil admission and pupil exclusion processes, including fixed term exclusions as well as permanent exclusions
- To be responsible for maintaining the computerised school attendance registers, and provide analysis and reports as required
- To liaise with the school meal and food ordering providers
- To administer breakfast, after school and nursery bookings and registers
- To undertake administration of recruitment procedure for new staff; including production of standard information packs
- To organise staff cover, as necessary
- To arrange maintenance of the building
- To act as Receptionist to all visitors and to ensure security of the school
- To provide an efficient, effective and confidential secretarial and administrative support service to the Headteacher, and school staff as necessary, including word processing correspondence, reports, agendas, minutes, policies and compose replies to routine correspondence

- To receive and deal, in the first instance, with the Head's telephone calls and any visitors requesting to see the Headteacher. Answer non-routine queries as appropriate, referring more complex and/or sensitive matters to the appropriate member of staff
- To receive, open and organise the Head's mail and take appropriate action e.g. rerouting, responding and passing to appropriate staff for action
- To organise appointments
- To organise the Head's diary, working closely with the Head in planning and managing her schedule.
- Collate and prepare information for meetings attended by the Headteacher. As directed, arrange meetings and prepare minutes for circulation as appropriate
- To set up and maintain filing systems and various other records, manual and computerised systems, as appropriate, to support the work of the Head and school staff
- To undertake a range of other administrative tasks/duties, including maintenance of all pupil, personnel and other records, organisation of central stationery, suppliers catalogues and postage
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy
- Any other duties as designated by the line manager

Knowledge and Skills:

- Keyboard skills, to be able to work accurately with attention to detail and to work in an organised and flexible manner
- Good telephone manner is essential
- The ability to work on own initiative and as part of a team
- Undertaking of relevant CPD is compulsory
- Some basic cash handling

Supervision and Management:

- The post holder will often be required to work without direct supervision. Supervision will be present where necessary
- To take decisions on a day-to-day basis to ensure administrative deadlines and requirements are met.
- To prioritise own workload within the overall workload including the timely production of information and analysis of data
- To deal with changing and conflicting deadlines
- To frequently deal with non-routine queries and forwarding matter to appropriate staff where necessary

Problem Solving and Creativity:

- At busy times needs to prioritise

Key Contacts and Relationships:

- Daily contact by telephone/face to face with Headteacher/School Business Manager/ Staff/Pupils/Parents and other visitors to the school

Decision Making:

- To work under the direction of the Headteacher and School Business Manager and to make decisions as appropriate
- To make decisions on a day-to-day basis to ensure administrative deadlines and requirements are met
- There is a need to establish the importance and urgency of contacts made

Working Environment:

- Working in a busy office with frequent use of IT equipment
- Occasionally processing heavy loads of incoming/outgoing mail
- This post is subject to constant interruptions
- Based at St Ives Primary and Nursery School

Additional Duties:

The post holder will be required to carry out any other reasonable duties required over and above those listed above, in order to promote the ethos and profile of the school and ensure the well-being of its children and staff.



Person Specification



Job Title:	PA/Secretarial/Administration Officer
School Name:	St Ives Primary and Nursery School
Reporting To:	Head Teacher
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Salary Range:	Dorset Grade 5, SP5 to SP6 (£25,583 to £25,989 FTE)

Criteria	Essential	Desirable	How Identified
Education/Qualifications			
5 GCSEs including English and mathematics at grade C or above	✓		Application form & interview
Fluency with Microsoft Office Suite	✓		
Good standard of keyboard, numeracy and written literacy skills	✓		
Experience			
Use of a range of IT systems, including Microsoft Office and databases	✓		Application form & interview
Producing documents to a high standard		✓	
Customer care		✓	
Previous experience in a similar function within the school, public service or hospitality sector		✓	
Professional Skills & Knowledge			
Effective communication skills	✓		Application form & interview
Supporting projects with minimal levels of supervision	✓		
Apply confidentiality to all information handled	✓		
Ability to work with minimum supervision, to use initiative, prioritise and complete work under pressure		✓	
Excellent organisational and admin abilities		✓	
Personal Qualities			
Flexible and adaptable approach to work	✓		Application form & interview
Provide a supportive working environment to colleagues		✓	
Willingness to undertake training as required	✓		
Able to fulfil the travel requirements to attend meetings/training within our Trust schools		✓	
To conduct yourself in a professional manner	✓		

Our Vision Statement and Values

Who We Are

On 1 December 2015, six schools in East Dorset formally joined together to create The Heath Academy Trust providing education for pupils from nursery up to the age of 11 in East Dorset. These successful schools had worked collaboratively for several years and combined in order to capitalise on the benefits of being in a multi-academy trust in enhancing the learning experience for all pupils. The schools within the Trust are committed to improving teaching and learning.

The six schools are:

St Ives Primary and Nursery School
St James' CE First Schools and Nursery, Alderholt
St Mary's CE First School and Nursery, West Moors
Oakhurst Community First and Nursery School, West Moors
Sixpenny Handley First School and Nursery
Three Legged Cross First and Nursery School

Our Vision Statement

The Trust aims to provide a high quality, inclusive and effective learning environment producing an excellent performance from our children, and to engender a love of learning and a passion for excellence in all areas of school life. We will define a culture of high aspiration, to champion equality for all children and support clear lines of accountability, underpinned by strong, tailored school improvement and management systems within a professional learning environment.

Our Values

- Inspire
- Transform
- Together

