



THE DIOCESE  
OF GLOUCESTER  
ACADEMIES TRUST  
*unlocking potential*



Administrative Assistant  
Recruitment Pack  
Whiteshill Primary School





Dear Applicant,

Thank you for your interest in the post of Administrative Assistant.

Whiteshill Primary School is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website [www.whiteshillschool.co.uk](http://www.whiteshillschool.co.uk) and the Trust website - [www.dgat.org.uk](http://www.dgat.org.uk) - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is 9am on Friday 9<sup>th</sup> January 2026. Interviews are scheduled to take place on Wed 21<sup>st</sup> January 2026.

To submit your application please email the completed form to [recruitment@dgat.org.uk](mailto:recruitment@dgat.org.uk) before the closing date.

Yours faithfully

Heather Francis  
Executive Headteacher



The Diocese of Gloucester Academies Trust seek to appoint an

### **Administrative Assistant**

Whiteshill Primary School is a warm and welcoming school situated on the edge of the town of Stroud. We are a small school with approximately 100 children in 4 mixed-age classes. Our children are polite, caring and very welcoming. Our staff are friendly, hardworking and dedicated as are our supportive parents and governors.

We are currently seeking a motivated, detail-oriented individual to join our school as a part-time School Administrative Assistant. This role is essential in supporting the efficient operation of the school through accurate attendance management and a variety of general administrative responsibilities.

The post is offered at Grade 3 Point 6 - £25,989 pro rata depending on experience.

This is a part-time post of 20 hours per week, Mon - Fri 8.30am-12.30pm, 39 weeks per year (term time, plus inset days).

Further details and an application form can be downloaded from the vacancy area of our website [Our Staff - Whiteshill Primary School](#) or <https://www.dgat.org.uk/>

If you would like an informal conversation about the role, please contact Heather Francis, Executive Headteacher on 01453762949 or email [head@whiteshill.dgat.org.uk](mailto:head@whiteshill.dgat.org.uk)

Closing date for applications is **9am on Friday 9<sup>th</sup> January.**



**Other information that might help you decide if this is the role for you**

Usual working days and times:	Monday – Friday 08.30am – 12.30pm
Work environment	School environment.
Dress code:	Smart/Casual
Employee benefits:	<p>Free and confidential employee assistance programme available 24/7</p> <p>High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: <a href="https://www.dgat.org.uk/cpdl-and-events">https://www.dgat.org.uk/cpdl-and-events</a></p> <p>A range of clear and supportive policies.</p>

Please note:

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.



## Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

### *Our vision is to enable all to flourish.*

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

### *Our aims are to be:*

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

### *Our core principles:*

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

### *School is Trust and Trust is School*

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business



- Premises and Insurance
- Compliance and GDPR
- Governance



## Job Description

Job Title:	Administrative Assistant
Responsible to:	Executive Headteacher
Line Management:	Senior Leadership Team
Contract Type:	Permanent – Part Time

## Overall purpose of this post

### Main Purpose

- To undertake administrative duties in the school office including the administration of pupil registration and attendance daily.

### Duties and Responsibilities

- Undertake administrative duties to support the business needs of the school, using, where appropriate computer-based systems, to ensure that admin services are maintained effectively, flexibly and in a timely way.
- Provide support with financial matters including accurate recording of purchases, banking, ParentPay lunch debts and payments.
- Organise meetings/training/supply cover where appropriate.
- To run the school diary and communicate with parents with regards to dates and events and update the school website and social media.
- Undertake duties in line with health and safety guidelines e.g. water temperature testing, re-stocking first-aid kits, emergency lighting checks in line with statutory expectations.

### Administration

- Office administration systems are developed and maintained to ensure efficient retrieval of up-to-date information, whilst maintaining security and confidentiality



- In year admissions and leavers processed.
- End of Year Pupil reports are produced.
- Own work deadlines are checked and reprioritised accordingly
- Supply teaching planned for and unplanned absences organised under direction of the Senior Leadership Team.
- Enquiries from visitors and incoming telephone calls are passed on to the appropriate person, using appropriate communication skills for satisfactory resolution.
- The school diary and internal communication systems and information for parents/carers (newsletter, website, letters) are managed.
- Files and filing systems are set up, maintained and information is swiftly retrieved from them.
- Banking administration is carried out.
- As the office focal point, communication and information is co-ordinated between the Senior leadership team and internal/external contacts.
- Routine issues involving personal and telephone callers and incoming mail are dealt with in a courteous and sensitive manner; problems are resolved and queries redirected within established guidelines.
- More complex and contentious issues are brought to the attention of the Senior Leadership Team, including occasions when it is clear to the post holder that the issue is a high priority.
- Correspondence is produced under the direction of the Senior Leadership Team which meets high professional presentation standards.
- Check daily lunch registers and communicate information to Caterlink with regards to lunch orders and allergies.



## **Attendance**

- Maintain daily records of attendance and punctuality and support the Senior Leadership Team with preparation of reports for ongoing monitoring of attendance for all children and groups of children across the school.
- Be responsible for contacting parent/carers of children who are absent from school. To ensure any queries regarding absent children are dealt with through the appropriate channels and to follow school procedures to request details for unknown absences. To ensure full records are kept.
- Ensure all absences are recorded on Arbor on a weekly basis
- Be responsible for preparing class registers for the start of each academic year whether manual or electronic and maintaining them through the year
- Process applications for any leave/special absence of children in liaison with the Senior Leadership Team and to ensure full records are kept and filed appropriately
- In liaison with the Headteacher and other professionals, identify and follow through appropriate necessary sanctions for poor attendance including fines and court action
- Inform the Local Authority of any Children Missing in Education (CME) with support from Senior Leadership Team.
- Be responsible for maintaining full accurate records and to complete statistical returns regarding pupil attendance and punctuality as required by the school, the Local Authority (LA) and the DFE

## **General**

- Maintain confidentiality and be aware of and follow school policies and procedures

- Ensure that output and quality of work is of a high standard and complies with current legislation / standards
- Undertake duties, falling within the remit of this post, at the discretion of the Senior Leadership Team and Executive Headteacher, thus contributing to the overall aims, ethos and work of the school
- Support and appreciate the roles of other individuals
- Participate in appropriate training opportunities and professional development as required

### **Other**

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

## Person Specification

	Essential	Desirable
<b>Personal Values</b>		
Committed to actively promoting the ethos and values of the school	X	
Committed to the school's vision	X	
<b>Qualifications</b>		
Good standard of education including Maths & English	X	
<b>Experience</b>		
Previous experience in secretarial/admin role		X
Use of Arbor (MIS)		X
Excel		X
<b>Knowledge, skills and abilities</b>		
Excellent IT skills to include email, word processing, and databases (Microsoft suite)	X	
Ability to prioritise and manage a varied workload and meet deadlines	X	
Ability to work independently and take initiative, paying close attention to accuracy and detail	X	

Highly developed organizational skills	X	
Ability to maintain good records to ensure effective reporting information	x	
Ability to work under pressure	x	
Good communication skills both written and oral	x	
<b>Personal qualities</b>		
Excellent interpersonal and communication skills for interfacing with a diverse range of contacts	x	
Good team working skills	x	
An understanding of the necessity to maintain strict confidentiality, where appropriate	x	
Self-motivated	x	
Willingness to learn new skills	x	