

Job Description: Administration Assistant

Thank you for your interest in applying for Administration Assistant of Co-op Academy Florence MacWilliams.

Co-op Academy Florence MacWilliams opened its doors in September 2024 in temporary accommodation, welcoming our founding cohort of 120 Year 7 students. Through collaboration with the Local Authority and the DfE's Free School program, Co-op Academy Florence MacWilliams is an important addition to Stoke-on-Trent's educational landscape. In September 2025, we transitioned into our state-of-art facility, expanding each year until reaching full capacity of 1150 students in 2030.

Why Choose Co-op Florence MacWilliams?

Thriving in a Collaborative Community: Joining Co-op Academy Florence MacWilliams means becoming an integral part of the larger Co-op network, one of the UK's most successful Multi-Academy Trusts. You will become part of a dynamic community where peers connect locally and nationally sharing valuable resources, knowledge, and best practices.

Streamlined organisational Support: Our organisational structure is meticulously designed to support our staff. This strategic approach allows you the freedom to focus on your strengths, ultimately contributing to the enhancement of educational outcomes for the academy's students.

We Care: At Co-op Academy Florence MacWilliams, we are committed to creating something special, a culture of high expectations with the ways of being and our PACE principles at the heart of everything we do. Our goal is to provide an exceptional educational experience for our students and to foster a community where everyone feels valued and supported.

This innovative approach to our school day and calendar enables the incorporation of an extra two weeks of holiday into the academic year, providing both students and staff with shorter, more rejuvenating term times.

If you have what we are looking for, we would love for you to take the initiative and apply to be part of a team that is not just building a school but shaping the future of education in Stoke-on-Trent.

Administrative Assistant

Salary / grade range	Level 4: SCP 4-7 - 27.5 hours per week TTO £25,185 - £26,403 this salary will be pro-rata'd
Location	Co-op Academy Florence MacWilliams
Reports to	PA / HR Advisor

Purpose of role:

To be a proactive member of the academy office/administration team, providing administrative and organisational services to the academy under the management and guidance of the PA/HR Advisor

As the academy is a new school the successful candidate will be expected to carry out the full range of duties based around Florence's PACE principles:

Pride: Instilling values, PACE Curriculum & character programme.

Ambition: Effectively using assessment & data. Leading on teaching a rigorous academic, enrichment & careers curriculum.

Care: Strong discipline, pastoral care systems and safeguarding.

Excellence: Excellent teaching, collaborative planning and quality training.

Key accountabilities (and specific duties / responsibilities):

1. Welcome all parents/visitors to the academy ensuring that the appropriate safeguarding processes for internal and external visitors, including the induction to academy facilities, processes for visitors, contractors, volunteers and short term agency staff are adhered to.
2. Respond to enquiries verbally, in writing and on the telephone within the expected timescales, ensuring consistent cover of the reception area and telephone
3. Liaise with pupils, parents/carers, colleagues, Trust colleagues and external agencies, providing general advice and guidance where appropriate
4. Contribute to the planning and development of administrative procedures and systems.
5. Undertake word-processing and ICT based tasks including operation of relevant equipment and advanced ICT packages.
6. Organise meetings and take notes, supporting the Headteacher, SLT, PA and HR Advisor as

appropriate

7. Analyse and evaluate data and information and run reports.
8. Adherence to Trust GDPR and Data Protection policies and procedures
9. Support the PA / HR Advisor in undertaking basic HR, Finance and general administration, including processing DBS applications, data inputting, processing of invoices and the preparation of documents in relation to Trust Finance and HR policies and procedures.
10. Manage nominal cash amounts and ensure appropriate use of the academy bank accounts.
11. Assist with pupil first aid / welfare duties, caring for sick pupils and liaising with parents (or guardians) and colleagues.
12. Sort and distribute incoming mail and prepare outgoing mail.
13. Assist the PA / HR Advisor to monitor and manage a limited range of stock
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. Participate in training and other learning activities and performance development as required.
16. Support with the organisation and arrangements for academy visits and events.
17. Assist the PA / HR Advisor to monitor pupil attendance and run reports.
18. Undertake administrative duties, such as reception, filing, and document preparation.
19. Safeguard & promote the welfare of pupils/students through your own actions complying with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
20. To undertake break & lunch duties as required
21. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.
22. Safeguard all students, ensuring the safety and well-being of both students and staff.

NOTE: This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications - Good standard of education including GCSE English and Maths (or equivalent) - Further evidence of professional development	Desirable	(A) (A, I)
Experience - Experience of working in an academy/office environment - Experience of administration responsibilities including data inputting, ensuring compliance with GDPR and Data Protection legislation - Experience of working with a range of professional organisations	Desirable	(A, I) (A, I) (A, I)
Skills, Ability, Knowledge - Working knowledge of IT and information systems - An ability to understand and utilise new systems - Good literacy, numeracy and organisational skills - Excellent communicator on all levels with the ability to liaise effectively with external agencies - Ability to use initiative and identify priorities - Working knowledge of online payment systems - Working knowledge of Arbor	Desirable Desirable Desirable	(A, I) (A, I) (A, I) (A, I) (A, I) (A, I) (A, I)
Personal Qualities - Ability to work within a team - Flexible working when required - Ability to work to deadlines - A willingness to undergo training - Ability to deal with confidential issues professionally and calmly - Ability to deal with conflict situations - Up to date knowledge of safeguarding responsibilities within a school	Desirable	(A, I) (A, I) (A, I) (A, I) (A, I) (A, I) (A, I)
Other Commitment to equality of opportunity and the safeguarding and welfare of all pupils		

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships

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