



WHISTON WILLIS
PRIMARY ACADEMY

LEARNING **FOR** LIFE

ADMINISTRATION AND RECEPTION ASSISTANT

APPLICATION INFORMATION

Closing date: Monday 9th June 2025 at 9am

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WWW.WHISTONWILLIS.CO.UK



MEMBER OF THE
WADE DEACON TRUST

Administration and Reception Assistant

JOB SUMMARY

SALARY: NJC Grade 2/3, Scale Point 3-6
£24,309 - £25,183 FTE.
Actual Salary
£11,012.37 - £11,408.11

CONTRACT:
Permanent

START DATE: 1st
September 2025

WORKING PATTERN:
Part time (20 hours per week) Term time only

We seek to appoint a committed and driven Administration and Reception Assistant to join our popular school. The successful candidate will be a key member of our team as we continue on our journey of improvement working with all stakeholders within the school to ensure strong administration and communication.

Whiston Willis Primary Academy has a clear vision that all pupils will achieve their best academically and develop strong moral and social intelligence as good citizens and high expectations are placed on all members of our community to be examples to our pupils in all they do.

Pupils are at the heart of all our work and all staff have a key role in ensuring the needs of all pupils and their families are met. We can offer you fantastic, eager, well-behaved children and supportive parents. Our dynamic and friendly staff are passionate about raising standards and aspirations for all children. Our nurturing school is well resourced and has a supportive and reflective Senior Leadership Team, Governing Body and Multi Academy Trust.

As a member of the Wade Deacon Trust, we offer you opportunities to further develop personally through our commitment to staff development. This commitment to professional development is of paramount importance as we believe that the development of staff is a key aspect in raising standards for our pupils and all staff members actively engage in this offer.

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure, satisfactory medical clearance and evidence of eligibility to work in the UK.



PRINCIPAL'S **WELCOME**

Dear Applicant,

Thank you for your interest in this post at Whiston Willis Primary Academy.

We are a school that is part of Wade Deacon Trust. All stakeholders have a common goal to ensure that our pupils access an excellent learning experience to achieve their academic potential whilst also ensuring that they have a wide range of opportunities to develop personally and be the best version of themselves possible both now and in their future lives.

We are fully committed to developing staff and ensuring that staff are highly effective in their roles through the support and training offer we provide.

We are looking for candidates who have ambition, a desire to develop professionally and a willingness to play an active role in our school community and become part of a hardworking and dedicated team.

The available roles will be to work with pupils with special educational needs and as such it is essential that candidates have knowledge and understanding of this type of role and a willingness to build relationships with pupils and their family in addition to working closely with experienced staff in school to ensure the needs of pupils are met.

Please do look at our school website and/or arrange a visit our school to get a feel for us and see if Whiston Willis is a school community that you would like to be part of.

Ian Cooper
Principal



WHY WORK AT WHISTON WILLIS PRIMARY ACADEMY?

Whiston Willis is situated in Knowsley, close to Whiston Hospital and is easily reached via well-established road and public transport links.

Our school is an increasingly popular school that is growing into a two-form entry primary school due to the demand for places within the local area.

In our recent Ofsted inspection (January 2024), the school was graded as outstanding in all areas.

Our school ensures pupils achieve well academically and develop as pupils with strong social and moral intelligence. Our wider personal development offer is extensive and ensures that all pupils are well prepared for transition between year groups and into high school. Behaviour is excellent and pupils have excellent attitudes to learning.

Our School is an accredited 'Right Respecting Schools' gold award school which enables our pupils to develop an understanding of rights and responsibilities in all they do.

We recently were awarded with National School Awards 'School of the year' for 2023.

Wade Deacon Trust

The Trust comprises of nine academies working as equal partners, who strive for excellence in all they do for the benefit of their pupils.

The Trust aims to provide a supportive and collaborative context in which the schools can grow and develop. That support takes many forms but has a clear focus on high expectations, school improvement and continuous professional development, thus ensuring that all pupils can fulfil their potential.



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HOW TO **APPLY**

If you are interested in this vacancy, please apply by completing the online application form. Your personal statement (maximum 1000 words) should address the following points:

- why you are interested in this post and how you have prepared yourself so far
- what contributions you feel you can make to students' development within our school
- any particular areas of strength and expertise you feel you may have

The online application can be found on the Trust website;

<https://www.wadedeacontrust.com/work-with-us/vacancies/>

Application Deadline

Applications should arrive in school by **9am on Monday 9th June 2025**

Visiting:

We welcome informal visits from applicants before they apply. If you do wish to do so, please email J.Jones@whistonwillis.co.uk to confirm your attendance at the times available below.

Safeguarding

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check and satisfactory medical clearance.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

For further information on criminal record self-declaration, please refer the guidance available on our website at

<http://www.wadedeacontrust.com/work-with-us/how-to-apply/criminal-records-self/>





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Whiston Willis Primary Academy
Milton Avenue, Whiston, Prescot, L35 2XY
Tel: 0151 477 8270

Principal: Mr Ian Cooper