



WIDNES  
ACADEMY

DREAM, BELIEVE, ACHIEVE

# ADMINISTRATION AND RECEPTION ASSISTANT

## APPLICATION INFORMATION

Closing date: Wednesday 8<sup>th</sup> May 2024 at 9am

Interview date: Thursday 16<sup>th</sup> May 2024

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[WWW.WIDNESACADEMY.CO.UK](http://WWW.WIDNESACADEMY.CO.UK)



MEMBER OF THE  
WADE DEACON TRUST

# Administration and Reception Assistant

## JOB SUMMARY

**SALARY:** NJC Grade 2/3 (£23,151 - £23,893 FTE) Actual salary £10,949.80 - £11,300.74

**START DATE:** 1<sup>st</sup> September 2024

**WORKING PATTERN:** Part time, 17.5 hours per week. Term time only.

**CONTRACT:** Permanent

We are seeking to employ an enthusiastic and well-qualified administrator to join the school's admin team. We are ideally looking for a suitable candidate to work weekday mornings.

You will be given full support in your career development as we believe that the development of staff is a key aspect in raising standards for our students. We are committed to personal development and supporting colleagues to progress in their careers.

We pride ourselves providing a secure, friendly, family environment in which each individual is encouraged to develop their skills and talents to the full.

Widnes Academy can offer you fantastic, eager children and supportive parents. Our dynamic and friendly staff are passionate about raising standards and aspirations for all children. As a member of the Wade Deacon Trust, we can offer you numerous exciting opportunities to further develop your career.

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 exempt from the Rehabilitation of Offenders Act 1974, and is subject to an enhanced DBS check and satisfactory medical clearance.



# HEAD OF SCHOOL'S WELCOME

Dear Applicant,

Thank you for your interest in this post at Widnes Academy. We are extremely proud of our learning community and how students and staff work together in order to achieve the highest possible educational outcomes.

I am extremely proud to be Head of School for Widnes Academy. I believe passionately that our children deserve the very best education and that they are at the heart of everything that we do. They make us proud every day and together we can achieve anything!

Pupils and staff are proud of our school which is at the very heart of the West Bank community.

Our school is a special place full of learning. Laughter and friendship, where everyone is happy, feels safe and is valued. We strive to ensure that our children experience success in a nurturing and inclusive environment, to help children to understand that they make a positive difference to the world in which we live. We want all of our children to have high hopes and ambitions for themselves and their futures. This is reflected through our school values, Responsibility, Equality, Ambition, Curiosity, Honesty, United and Perseverance.

All children at Widnes Academy are encouraged to REACH UP!

Please note that we do not accept or require your CV.

Applications will be assessed on evidence of professional competence, communication skills, leadership qualities and personal attributes.

We look forward to receiving your application.

Yours faithfully,

Ms L Kirchin

Head of School



# ABOUT OUR **SCHOOL**

Widnes Academy is a small school with 146 pupils on roll, including Nursery. Our recent Ofsted Inspection in March 2023 judged the school to be Good in all areas - a testament to the hard work and dedication of all staff, pupils and parents. We are very much a community school and are proud of what we have achieved. Widnes Academy is part of the Wade Deacon Multi-Academy Trust.

The school is located within 10 minutes of the M62, and 15 minutes' walk from Runcorn train station.

To arrange a visit around the school, please contact Mrs Julie Hough on 0151 424 2799.

## Further Information

Further information is available on the school and trust websites;

[www.widnesacademy.co.uk](http://www.widnesacademy.co.uk)

<http://www.wadedeacontrust.com/vacancies.html>



# WHY WORK AT **WIDNES** **ACADEMY?**

## Why work at Widnes Academy?

You will be joining Widnes Academy at a very exciting point along its journey to excellence. Our School has recently been judged to be a good school in March 2023 by Ofsted.

In this report, Ofsted have highlighted the following about our school:

- There is a strong sense of community. Parents and carers value the approachability of staff.
- Children understand that everyone should be treated with respect, regardless of their differences.
- The atmosphere in school is calm and supportive. Pupils show respect in their interactions with staff and each other.

## Wade Deacon Trust

Wade Deacon Trust is a Multi-Academy Trust and an approved DfE Academy sponsor. The Trust is focused upon improving life chances for students and communities providing sustainable school improvement; and schools joining the Trust do so with the prime aim of improving each other so that they can all become outstanding schools.

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

## Application Forms

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

Our online application form is available via the school website:

<https://www.widnesacademy.co.uk/>

## Application Deadline

Applications should arrive in school by **Wednesday 8<sup>th</sup> May 2024 at 9am**

## 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.wadedacontrust.com/work-with-us/how-to-apply/criminal-records-sel/>





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Cholmondeley Street Widnes WA8  
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Head of School: Laura Kirchin