



**The  
St Lawrence  
Academy**  
Treasuring Everyone  
Transforming Community

# **Administration Assistant / Receptionist**



A Partner School of  
**St Lawrence  
Academies Trust**  
Stronger Together



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**The  
St Lawrence  
Academy**

The St Lawrence Academy is a thriving Church Academy that has successfully served its local community since opening in 2008 and provides children with fantastic opportunities for personal and spiritual growth. We are part of St Lawrence Academies Trust which is a new church based Multi-Academy Trust wanting to serve the young people and communities that our schools are set in. It is a mixed multi academy Trust with church and community schools from both the primary to the secondary phase.. Directors of St Lawrence Academies Trust and the Diocese of Lincoln are looking for an inspirational and talented person; one who can lead the academy towards achieving academic excellence for our students and enable them to fully flourish.

The St Lawrence is an-oversubscribed academy for 11-16 year old students of all abilities. Our PAN now stands at 165 per year.

We serve a diverse community in Scunthorpe, North Lincolnshire. We are an inclusive Academy striving to meet the needs of all our learners in our caring environment. Students from all backgrounds and faiths, regardless of ability, are welcome. We are sponsored by the Diocese of Lincoln and have a strong Christian ethos.

**We are looking for an ambitious and highly motivated individual to take on the role of:-**

**Administration Assistant / Receptionist**  
**37 hours per week - term time only plus 5 days**  
**Grade 5 £24790 - £25,992 (£21,229 - £22583 actual pa)\*\***  
**Required 1st September 2025 or ASAP**

This is an exciting opportunity to join a vibrant and successful administrative department and you will be part of a fantastic and highly motivated team that is determined to provide the smooth running of the academy for every individual. This post is generated following retirement and internal changes. The core hours of work would be Monday 8am to 4.30pm, Tuesday to Thursday 8am to 4pm and Friday 8am to 3pm. You will primarily work in admin, but will also work on reception being the first point of contact on our busy reception for all parents, students and visitors as a welcoming face to the academy. Reasonable part time requests will be considered around the core hours, ie 2 or 3 days or mornings/ afternoons etc.

**The successful candidate will:**

- Have a friendly, welcoming and professional manner
- Be well presented and willing to assist with any queries effectively
- Preferably have some experience of working in a school or customer services environment
- Demonstrate the ability to multitask and prioritise workload
- Be passionate about young people, their development and wellbeing
- Be highly motivated, well organised and hard working with the ability to work on own initiative
- Have the ability to meet deadlines, whilst remaining calm under pressure
- Have flexibility in approach, vision and commitment
- Have the ability to support and communicate effectively at all levels
- Have excellent interpersonal skills and the ability to cope with challenging situations
- Have knowledge and experience of a range of IT packages, ie microsoft, google

### We can offer:

- A supportive and experienced administration team
- An outstanding community of staff and governors who work as a strong team to best support our students
- An inclusive and inspirational church school environment within wonderful and vibrant new buildings
- An exciting opportunity to make a real contribution to our high standards and expectations of academic success and care, support and personal development of our students
- Access to the Local Government Pension Scheme
- Reasonable requests for flexible working
- Access to free staff car park

For further details about The St Lawrence Academy and St Lawrence Academies Trust and an application pack please see our website at [www.tsla.co.uk](http://www.tsla.co.uk)

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to enhanced DBS checks and satisfactory references, including your suitability to work with children. Applications will only be considered from individual applicants on our standard application form, and not via CV alone or agencies.

For an informal discussion about the role please contact Lorna Johnson, PA to the Headteacher on 01724 842447 or email to [ljohnson@tsla.co.uk](mailto:ljohnson@tsla.co.uk)

To apply for this post please apply online

\*NJC pay award April 2025 pending. If start date is after 1st September mid-year adjustment to 31st August 2026.



# Treasuring **Everyone,** Transforming Community

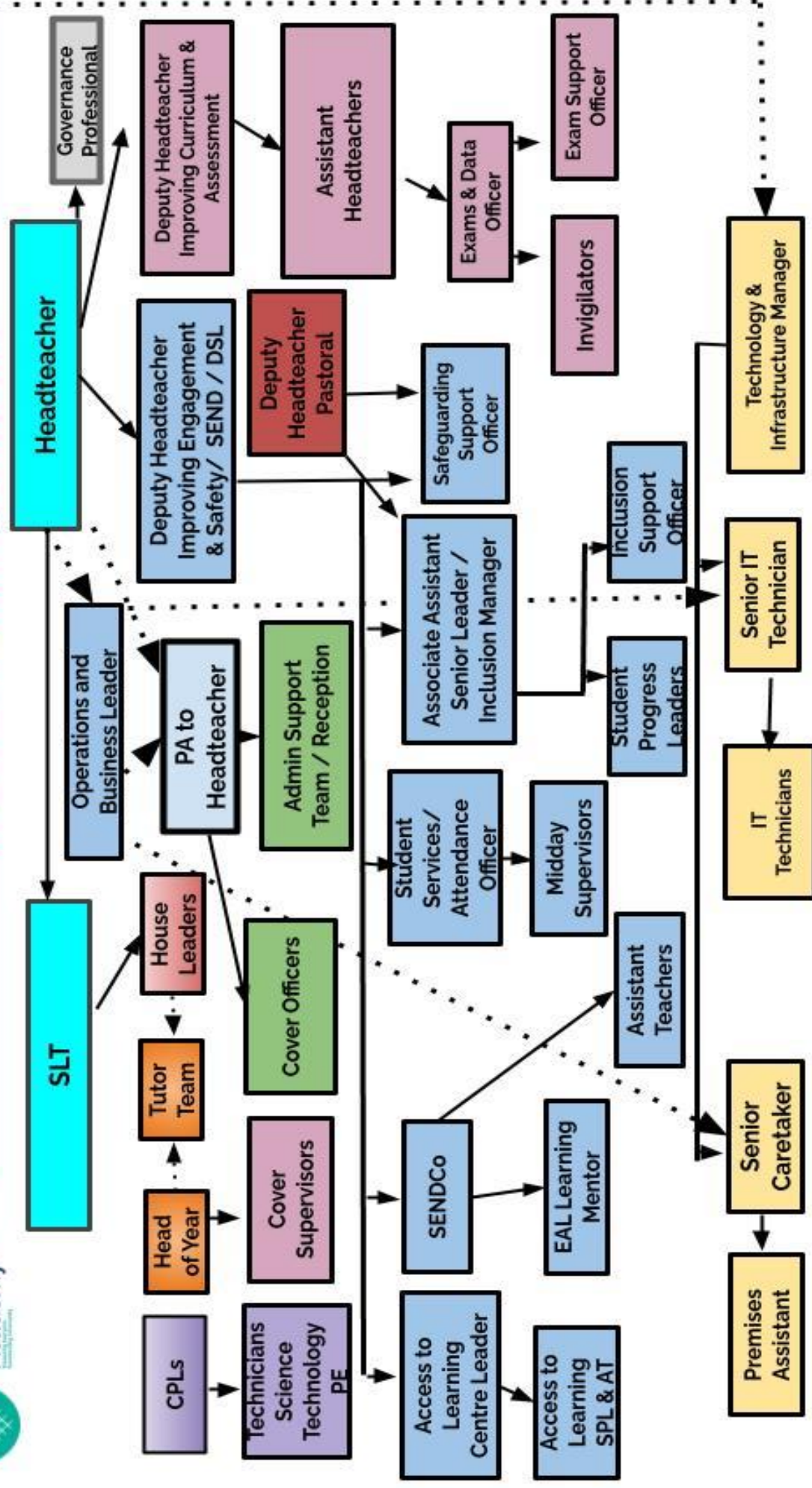
GENEROSITY RESPECT JUSTICE FORGIVENESS TRUTH





The St Lawrence Academy

# Associate Staffing Structure



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# Welcome to ST LAWRENCE ACADEMIES TRUST

*Mike Adnitt, CEO St Lawrence Academies Trust*

Thank you for your interest in working at The St Lawrence Academy, which is a valued partner school within St Lawrence Academies Trust.

We believe that, like our schools, staff will be stronger by working together. Strong staff, with the "skill and the will" to put children first, make the biggest impact on the education and life chances of our students.

Our aim is to create a Trust and a family of schools that is new, exciting and different! One where leaders have the freedom and flexibility to be creative with their curriculum. One where staff are encouraged to be innovative and personalise the delivery of the curriculum, so it best meets the needs of children.

We want our children to become the leaders of the future. So, the personal, moral, cultural and spiritual development of our community is key to achieving success for our children and staff. By working together we draw strength for today and give bright hope for tomorrow for our families and our communities.

*"Strength for today, bright hope for tomorrow" (Great is Thy Faithfulness, hymn)*

We are a Church of England Multi Academy Trust, based in the Diocese of Lincoln. Our Trust embraces children and staff from both church schools and non-church schools, across both the primary and secondary age range.

It is a privilege to work as CEO of St Lawrence Academies Trust. Our aim is to nurture our pupils and allow them to flourish by helping them to find the things they enjoy and are good at. Christian values and the exploration and understanding of the Christian faith underpins our work.

Hopefully you are committed to working in our Trust, as you are one of the keys that will help to unlock the potential that lies within all our children.

 <p><b>St Lawrence Academies Trust</b> Stronger Together</p> <p><i>We pride ourselves on celebrating the uniqueness of each of our partner schools.</i></p>  <p><i>Schools are stronger when working together. Collaboration is at the heart of our offer.</i></p>	<p>Help to shape the future direction of the Trust.</p> <p>Be part of something new, exciting and different!</p> <p>Freedom to develop a curriculum that meets the needs of your children.</p> <p>Receive excellent Trust support for finance, budgeting and facilities services.</p> <p>Have opportunities to collaborate.</p> <p>Benefit from having school leaders freed up to focus on the education of pupils.</p> <p>Be supported by a Trust central team of experienced school leaders.</p>	<p>Community Integrity</p>  <p>Aspiration Hope</p> <p>Please contact our CEO, Mike Adnitt</p> <p><a href="http://www.slatrust.co.uk">www.slatrust.co.uk</a></p> <p>01724 747310</p> <p>Strength for Today, Bright Hope for Tomorrow</p>
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**The  
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## **Welcome Letter from the Headteacher**

Welcome to The St Lawrence Academy

Firstly many thanks for your interest in us as an educational institution and for considering us at this stage in your career. The fact that you are looking at what we are about and what we can offer is both humbling and also important to us all here at the Academy.

It is an incredibly exciting time to be joining The St Lawrence Academy. Our academy has placed the quality of education at the heart of all that we do since we opened our doors back in 2008. Whilst our outcomes continue to be strong, we focus on the holistic development and education of our students and are proud of their successes.

Our mission statement of "Treasuring Everyone, Transforming Community" transcends to our students but also our wider body of staff as we seek to develop and guide people through our programmes of education, curriculum delivery but also through prioritising our staff development with a bespoke CPD session with additional time allocated for staff development on a Friday afternoon, where students finish early.

Our core values underpin our intent of creating an enriching and aspirational curriculum so that our young people can become successful learners, confident, well rounded individuals and also responsible citizens. Our building and facilities are something we continue to be very proud of with a significant amount of care and attention placed in ensuring our future plans and budgetary commitments match our ambition and intent.

The importance we place on our systems, digital platforms, technologies and staff access plus training continues to be a high priority to ensure that staff are fully resourced and comfortable but also that our students have the best access to learning resources that support, extend and challenge their learning journeys and outcomes.

We are more than happy to facilitate visits to the academy and encourage you to come and see what The St Lawrence Academy is all about.

I look forward to hearing from you.

Dan Ellerby  
Interim Headteacher



**GENEROSITY RESPECT JUSTICE FORGIVENESS TRUTH**





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## **Welcome Letter from the Head Prefects**

Having been a student at The St Lawrence Academy, I can confidently say that my time here has shaped me both professionally and personally. As Head Prefect, I have had the privilege of further developing my leadership and communication skills whilst acting as a role model within the community. Through a wide range of experiences; such as assisting with academy events, primary school visits, delivering assemblies, serving as a peer mentor and many many more. I have grown into a confident, responsible leader. The Academy's strong emphasis on core values: **generosity, respect, justice, forgiveness and truth**, in addition to the discipline has instilled in me a solid moral foundation and work ethic.

The dedicated staff provide unwavering support, guidance and enrichment opportunities that have contributed to a truly transformational learning experience. The St Lawrence Academy is committed to nurturing not only academic excellence but also responsible, well-rounded citizens who are prepared to make meaningful contributions to society.

**Yenara Obayasekara (Head Girl)**

Having grown and learned at The St Lawrence Academy, I can say with confidence that the environment here has not only educated me but shaped me into someone who strives to lead with purpose. Serving as Head Prefect has allowed me to actively contribute to a community I deeply respect, while developing vital leadership and communication skills.

I have proudly taken part in a variety of academy initiatives; supporting transition events for new students, helping coordinate school-wide projects, delivering assemblies, and working closely with staff to ensure student voices are heard. Each of these opportunities has strengthened my ability to lead with empathy, act as a role model, and foster a supportive and inclusive atmosphere.

What truly sets The St Lawrence Academy apart is its steadfast commitment to its values: truth, justice, forgiveness, generosity, and respect. These principles are reflected in the daily life of the academy and have played a central role in shaping my own approach to leadership and learning.

With the unwavering encouragement of our dedicated staff and the enriching experiences I've gained, I feel empowered not only to succeed beyond these walls, but to help others rise with me.

**Thomas Fontana (Head Boy)**

# **GREAT**







**Post:** Administrative Assistant / Receptionist

**Responsible to:** PA to the Headteacher / SLT Line Manager

**Core Purpose:**

- To provide effective, efficient administrative support for the academy and be the first point of contact for all queries. To be very welcoming, professional and supportive at all times ensuring the vision and ethos of the academy is shared with everyone who makes contact in whatever capacity.
- To provide administrative support for staff and other general duties appropriate to the role to aid in the smooth running of the academy.

**Main Responsibilities:**

- Provides administrative services to the academy including:-
  - Use of Microsoft and Google to complete letters, minutes, documents spreadsheets and reports.
  - Create Publications with microsoft, google and other relevant software
  - Creating display and marketing materials
  - Photocopying and laminating
  - Answers routine enquiries from staff, students, parents and the general public.
  - Undertakes switchboard and reception duties, and taking accurate messages when required.
  - Files, updates and retrieves information manually and electronically.
  - Prepares and answers routine correspondence
  - Uses office machinery i.e. photocopiers, laminator, shredder.
  - Process orders for resources or bookings in line with finance procedures
- Undertaking of duties in a welcoming but effective and conscientious manner. For maintaining accuracy and meeting pre-determined deadlines. For non-routine aspects of work, ensuring that action taken does not impede the efficiency of the academy.
- Answers routine enquiries from parents, professionals, staff, students, and the general public.
- Performs switchboard and reception duties, dealing with queries by telephone or in person, and any other duties associated with reception.
- Assists with maintenance and updating of student data using MIS system and producing statistics on a regular basis for DfE, LA and teaching staff when required.
- Use Parent Pay to set up school trips and department offers for students to purchase.
- Use of Evolve for administration and assist with co-ordination of academy trips and events.
- To provide administrative support to the teaching and support staff - photocopying tasks, the production of information booklets, reports, correspondence and other materials as requested.
- To assist in maintaining academy record systems. This will include the input of data into computer-based systems and the retrieval of information.
- The operation of a variety of office equipment including the photocopiers, shredder, laminator
- To put up display work on notice boards, etc.
- Dealing with queries from students, parents and staff in a professional and efficient manner.
- Covering Student Services when required
- To administer first aid to staff or students as and when required, in line with relevant qualification (if undertaken).
- To perform other duties of an administrative/clerical nature commensurate with the grading of the post.

## **General**

- You will be expected to carry out all duties in the context of and in compliance with the Academy and Local Authority's Equal Opportunities Policies.

## **Knowledge, Skills & Experience:**

- Computer literacy – word processing skills, internet knowledge.
- Administration skills.
- Interpersonal skills.
- Ability to work as part of a team.
- Ability to communicate effectively on all levels, both orally and in writing.
- Ability to provide accurate statistical information.
- Understanding of school/academy-based systems.
- Ability to work under pressure and to meet deadlines.
- Knowledge in the use of office machinery.
- Record keeping.
- Experience of administration tasks

## **Creativity and Innovation:**

- The post holder will work to policies and procedures as stipulated in the academy's handbook and legal requirements under the supervision of the line manager and senior team. At times the post holder will be required to use their own initiative but within the set guidelines.

## **Decision Making:**

- Works within general defined guidelines but may be required to use judgement/discretion in dealing with non routine matters for which there may not be a readily available precedent.
- Ability to prioritise workload

## **Contacts and Relationships:**

- The post holder will come into contact with students, parents, teachers, student teachers, other members of the LA visiting the academy, contractors, visitors from outside the LA both face to face and on the telephone. Will build up relationships with external contacts for various events which will be organised throughout the year.

## **Work Environment:**

- Work demands will vary throughout the year, but post holder must be prepared to work to very tight deadlines at various times.
- Will work sitting at a desk but will be expected to lift items such as parcels delivered into the office, may include boxes of photocopy paper. There may be a need to move small electrical items such as computers, monitors etc.
- Will work in an airy open office or reception area with adequate lighting and ventilation.
- Will be lone working at times in reception but support available and other staff in and out of reception
- Will work sitting at a desk but may be expected to lift items such as parcels delivered into reception, e.g. boxes of photocopy paper, etc.
- Deal with constant interruptions in a calm and professional manner.
- Work will be generally of low risk both mentally and physically, although there will be times when irate parents and students may need to be dealt with.
- Work will be generally of low risk both mentally and physically although there will be times when irate parents and students may need to be dealt with.


## **NOTES:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use time in accordance with the Academy's needs as identified by the Principal/Line Manager.
3. This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. Job descriptions will be reviewed annually.

Updated by Lorna Johnson July 25



## Person Specification Receptionist / Administration Assistant

	ESSENTIAL	DESIRABLE	HOW MEASURED
<b>EXPERIENCE</b>	Working in a similar busy reception / office environment Dealing with customer enquiries Experience of Microsoft Office or Google IT packages – email, excel, word, publications	Clerical work Experience of working within a school environment Experience of MIS systems Experience of ParentPay / Evolve Experience of working with google /Microsoft packages	Application form Interview Task
<b>EDUCATION, TRAINING AND QUALIFICATIONS</b>	Good standard of numeracy and literacy ICT confident – emailing, maintaining data bases	Computer based training ICT qualifications or experience of using IT systems First Aid (or willingness to undertake training)	Application form Interview Certificates
<b>SKILLS AND KNOWLEDGE</b>	Knowledge and practice of customer care skills Ability to work as part of a team Good communication skills written and verbal Ability to organise and prioritise own demanding workload producing accurate work Understanding the need for confidentiality and data protection	Awareness of GDPR Awareness of safeguarding	Application form Interview
<b>PERSONAL QUALITIES WORKING ARRANGEMENTS</b>	Work as part of a team. Calm and professional interpersonal skills Ability and willingness to be flexible Use own initiative Diplomatic and sensitive	Committed to working within a Christian ethos	Interview Health questionnaire Application form Interview





**The  
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## **Living in North Lincolnshire**



Predominantly a rural area, North Lincolnshire is made up of a series of thriving historic markets towns surrounded by many small villages, hamlets and breath-taking countryside. In its centre is the bustling urban heart of Scunthorpe; this industrial garden town provides North Lincolnshire with its main focus for education, retail and industry. Homes in North Lincolnshire have remained affordable despite a staggering national rise.

The town centre offers independent retailers and a general market as well as a multi-screen cinema, visual arts centre, an adjacent bus station and ample car parking. There are also shopping centres around the outskirts of the town.

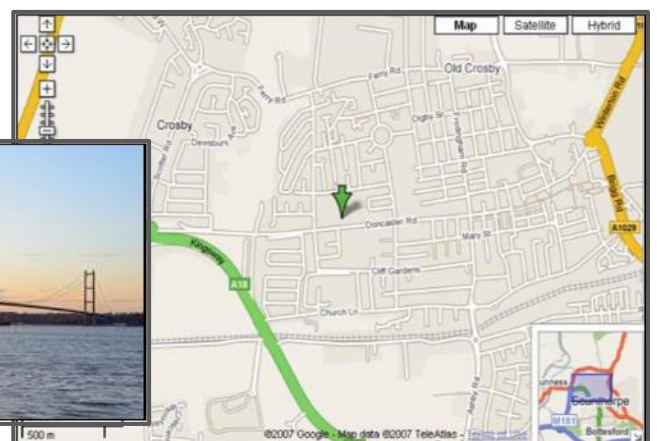
### **Location for The St Lawrence Academy Doncaster Road Scunthorpe DN15 7DF**

☎ 01724 842447 ✉ [enquiries@tsla.co.uk](mailto:enquiries@tsla.co.uk) 🏠 [www.tsla.co.uk](http://www.tsla.co.uk)

🐦 @TSLA\_info 📘 @TheStLawrenceAcademy2008

With excellent and uncongested motorways, you can reach North Lincolnshire quickly and easily. The M180 connects directly to the M18, which offers onward links to the M62, A1 and M1. The Humber Bridge is easily accessible, 17 miles away from Scunthorpe. There is many areas of affordable and appealing housing in the area.

Scunthorpe is home to Scunthorpe United Football Club. The St Lawrence Academy is base for the Scunthorpe United Youth Squad who train in the academy grounds they also mentor and conduct workshops and projects with our students.





The  
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## How to Apply

### Applying

If you decide to apply for this post please apply online

### Visits to the academy:

Candidates who would like a professional conversation about the role or to arrange a visit please contact Lorna Johnson, PA to the Headteacher and SLT on 01724 842447 or email to [enquiries@tsla.co.uk](mailto:enquiries@tsla.co.uk)

### Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post.

### Person Specification

This specification sets out which criteria will be used to shortlist candidates for interview.

*"The St Lawrence Academies Trust is dedicated to best supporting children, staff and local communities. Our philosophy is that our partner schools will be stronger together. Please visit the trust website [www.slatrust.co.uk](http://www.slatrust.co.uk) to find out more about the vision and ethos of The St Lawrence Academies Trust"*





# The St Lawrence Academy

A Transformational  
Learning Experience

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