

# Student Services Administrator

<b>Salary:</b>	NJC Scale Band 3 Scale Points 6-11.  Actual salary £21,604 -£23,490 per annum, FTE £25,183- £27,269
<b>Start Date:</b>	As soon as possible.
<b>Working Pattern:</b>	36.25 hours per week, Monday – Friday 08:00 am – 16:00 pm, Term-time Only Plus 2 weeks, including INSET Days.
<b>Contract:</b>	Permanent
<b>Location:</b>	Office-based at Ashton on Mersey School

## Benefits available at The Dean Trust

- Local Government Pension Scheme – Greater Manchester Pension Fund
- 24/7 access to an Employee Assistance Programme
- Cycle to work scheme and gymnasium membership
- Blue light High Street Benefits and Teacher Discounts
- Simplyhealth Cash Plan
- Annual flu jabs
- Access to enhanced family friendly policies
- Preferential admission arrangements for children of colleagues

The Dean Trust is seeking to appoint a Student Services Administrator, you'll be at the heart of our school community – the friendly, approachable face that pupils know they can turn to for support.

You'll combine excellent organisational skills with a caring and empathetic approach, ensuring that every student feels welcomed, listened to, and valued. From handling pastoral enquiries with sensitivity to keeping our Student Services team running smoothly behind the scenes, you'll play a key role in helping our pupils thrive both personally and academically.

Working closely with the Business Support Manager and colleagues across the school, you'll help create a positive, supportive environment where students can achieve their very best.

Ashton on Mersey School is in the central hub of **The Dean Trust** and serves the community of Sale and beyond. As part of our team you can contribute, collaborate and lead on many established areas that shape our school culture. Our school vision has been shaped by every member of our school community. The school has:

- An ambitious co-produced curriculum at Key Stages 3 and 4 leading to a full A-Level and vocational qualification offer in Key Stage 5 at our thriving sixth form.
- A reputation for securing year on year examination results that are consistently strong.
- Modern, high-quality facilities with the latest technology solutions accessible to all staff and pupils and with sports facilities that rank alongside some of the best in the country.
- An exceptional character and personal development programme which involves a renowned provision of extra-curricular activity with specialism in Sport and Performing Arts.
- A dedicated group of teaching and support staff that lead excellent pastoral care in an inclusive school which maintains a traditional expectation with regards to standards of behaviour.

## Student Services Administrator

- Direct access to the **Believe Learning Institute** (The Dean Trust's centre for professional learning including leadership development), Turing NW Maths Hub and SCITT; all based on site.
- World class opportunities and partnerships forged with national and international partners including Manchester United Football Club with whom we have provided an educational package for youth players for over 25 years.
- 

This exciting opportunity will suit a candidate who has the following qualities, knowledge and skills:

- A good level of general education including Mathematics & English Language A\*-C or equivalent.
- To have experience of managing own workload, monitoring performance, and ensuring optimum use of resources and systems available
- To have experience of working in a school or similar environment
- To have experience of producing accurate and timely reports
- A knowledge in the use of Microsoft Office and Google suite of applications
- To have experience knowledge of school operations
- To be able to manage a diverse and varied workload, prioritising on a regular basis
- An ability to undertake further training and development as required
- Highly developed communication skills with the ability to communicate effectively at all levels
- Excellent organisational and administrative skills
- An ability to prioritise workload and work to deadlines
- An ability to handle confidential issues and materials sensitively and appropriately
- An ability to work meticulously with attention to detail
- Willingness and ability to work co-operatively as part of a small team
- Self-motivated with the ability to work without supervision
- Flexibility and ability to cope with a wide range of tasks in a busy and changing environment
- Excellent time keeping and record of attendance

To apply for this vacancy please visit our recruitment page [careers.thedeantrust.co.uk](https://careers.thedeantrust.co.uk).

If you have any questions about the role or would like to book a place on a school tour as scheduled below, please contact Maxine Mills HR Assistant on 0161 973 1179 Option 6 or email [recruitment@thedeantrust.co.uk](mailto:recruitment@thedeantrust.co.uk).

- **Application closing date:** 23:59 Sunday 31<sup>st</sup> August 2025
- **Interviews:** TBC

Thank you again for your interest in working for **The Dean Trust**. We look forward to hearing from you.

*We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.*

*The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.*



# ***Recruitment Brochure***



**THE DEAN TRUST**  
Ashton on Mersey School



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“Trustees and members of the local governing committee support the school well to ensure it is a highly positive place for staff and pupils. Staff are eager to contribute to the school’s ambitious vision for pupils’ education.”

Ofsted

# Welcome

## From Our Headteacher



Ashton on Mersey School is one of the most popular and oversubscribed schools in the region with a reputation for excellence and aspiration. As Headteacher, I am proud to lead a team of people who truly believe that every pupil should achieve or exceed their potential.

Our mission statement is:

**'Together, we will be the best we can be.'**

This mission lives and breathes in every area of our school community with the development and progression of all colleagues central to our culture of collaboration and support. Whether you are joining us for the first time or continuing your journey here, I thank you for your interest and encourage you to become part of the Ashton on Mersey story.

Every member of our school is committed to a culture of high academic standards and is passionate about creating and embracing rich and diverse opportunities for young people. Such opportunities grow from a

team of committed people who thrive on the continuing professional learning pathways and programmes that Ashton on Mersey School and The Dean Trust provide. The school is also the home of The Believe Learning Institute which is the trust's centre for professional learning; is a provider of School Centred Initial Teacher Training (SCITT) and is a designated National Maths Hub (Turing NW Maths Hub), leading Mathematics programmes across the region. In addition, the school also has a longstanding partnership with Manchester United Football Club.

We are unwavering in our commitment to providing a first-class education for young people; for this to remain a reality we need the very best people who hold true to the Dean Trust motto of:

**Believe Achieve Succeed**

I look forward to working in partnership with you.

**Mr Lee McConaghie**  
**Headteacher**

# About Ashton on Mersey

## Type

Secondary Academy (with Sixth Form) ages 11-18 years

## Capacity

Year 7-11: 1270; Year 12-13: 300

## Admission

This school has its own admission policies for the main school (Years 7 to 11) and in the Sixth Form (Years 12 and 13)

Ashton on Mersey School is in the central hub of The Dean Trust and serves the community of Sale and beyond. As part of our team you can contribute, collaborate and lead on many established areas that shape our school culture. The school has:

- An ambitious co-produced curriculum at key stages 3 and 4 leading to a full A-Level and vocational qualification offer in Key Stage 5 at our thriving sixth form.
- A reputation for securing examination results that are consistently strong; maintaining our reputation for ensuring pupils achieve the highest possible outcomes at Key Stages 3, 4 and 5; above all national averages.
- Modern, innovative and high-quality facilities with the latest technology solutions accessible to all staff and pupils and with sports facilities that rank alongside some of the best in the country.
- An exceptional character and personal development programme which involves a renowned provision of extra-curricular activity with specialism in Sport and Performing Arts.
- A dedicated group of teaching and support staff that lead excellent pastoral care in an inclusive school which maintains a traditional expectation with regards to standards of behaviour.
- Direct access to the Believe Learning Institute (The Dean Trust's centre for professional learning including leadership development), Turing NW Maths Hub and SCITT; all based on site.
- A thriving sixth form which provides a full suite of A-Levels and a comprehensive level 3 vocational offer.
- World class opportunities and partnerships forged with national and international partners including Manchester United Football Club with whom we have provided an educational package for youth players for over 25 years.



Foundation



# Welcome

## From Our CEO



Thank you for your interest in our Trust.

At The Dean Trust, we believe that our greatest strength lies in our people. Our People Strategy is built on a commitment to recruit, nurture, support and develop every member of our team, ensuring that together, we provide high-quality enriching experiences for all of our pupils.

Our vision is clear; to empower every pupil to Believe in themselves, Achieve their potential and Succeed in their journey through life. This is only possible through the dedication and expertise of our colleagues and why we prioritise and invest not only in professional development opportunities but also in wellbeing initiatives. This ensures that every team member feels valued, supported and inspired to become a better version of themselves.

We are ambitious in our vision to be a first-choice employer in the education sector. Whether you are experienced or just starting out in your career, we offer an environment where talent is recognised, potential is nurtured and careers flourish.

If you feel that our Trust is the right choice for your career, please contact us for more information.

**Mr Tarun Kapur CBE**  
**Chief Executive Officer**



# About The Dean Trust

At The Dean Trust, we are looking for exceptional, talented and passionate people who are dedicated to placing pupils at the heart of everything that they do. We are also committed to identifying, nurturing and empowering talent to become the next generation of specialists and leaders through our dedicated training facility, the Believe Learning Institute

[www.thedeantrust.co.uk/believe-learning-institute/](http://www.thedeantrust.co.uk/believe-learning-institute/).

Whether you are an experienced professional looking to advance your career or just starting your career journey, you will find unparalleled development opportunities for growth with us.


We are proud to have developed a rich, diverse and equitable culture where differences are celebrated and every contribution is valued and respected. We believe that when every voice is heard, we create an environment where both our people and pupils can thrive.

## Our commitment to you

As a Trust your wellbeing is our priority. A healthy mind and body are essential for our people to feel motivated and perform to the best of their ability. We are committed to supporting your wellbeing through a range of wellbeing benefits and programmes.

Our generous Leave of Absence Policy provides paid time off to help support our people through a variety of life events including, house moves, religious festivals, special events as well as those unplanned events such as illness of relatives or support with bereavement leave. Enhanced benefits through our Maternity, Adoption, Paternity and Fertility Policies as well as a considerate approach to flexible working arrangements.

We ensure that our people feel valued and empowered because when you flourish, so do our pupils.



“Relationships between staff and pupils are excellent. Pupils apply themselves to their learning, demonstrate pride in their work and, consequently, most pupils make strong progress from their starting points.”

Ofsted





# Our Benefits

We continuously strive for The Dean Trust to be a great place to work. In order to achieve this we offer a wide range of benefits to enhance wellbeing in the workplace for all our employees.



## Conditions of Service

We adopt national terms and conditions for all teaching and non-teaching employees.



## Occupational Sick Pay

Generous sick pay scheme, entitlement dependent on length of service.



## Continuous Service

Recognition of local government continuous service.



## Family Friendly Policies and Leave of Absence

Paid leave which supports a wide range of circumstances, including family emergencies and religious festivals.



## Health Care Cash Plan

We are excited to be part of the Simplyhealth Care Cash Plan. The Trust will fund membership for all employees to receive money back on healthcare services.



## Preferential Admission

Employees with two years at the Trust will benefit from preferential admissions arrangements for their children.



**Free places to school-run Holiday, Breakfast and After School Clubs**



## The Believe Learning Institute

Access to high-quality professional learning and development programmes through our dedicated training centre.



## Recognition Awards

Financial awards in recognition of long serving employees.



## Employee Assistance Programme

Free and confidential counselling service available 24/7.



## High Street Benefits and Discounts

Access to a variety of shopping discounts at national online and high street retailers.



## Cycle to Work Scheme



## Pension and Death in Service Benefit

Automatic enrolment into either the Teachers Pensions Scheme or the Local Government Pension Scheme for non-teaching employees.



## Annual Leave

Generous annual leave entitlement for non-teaching employees.

# Our Schools

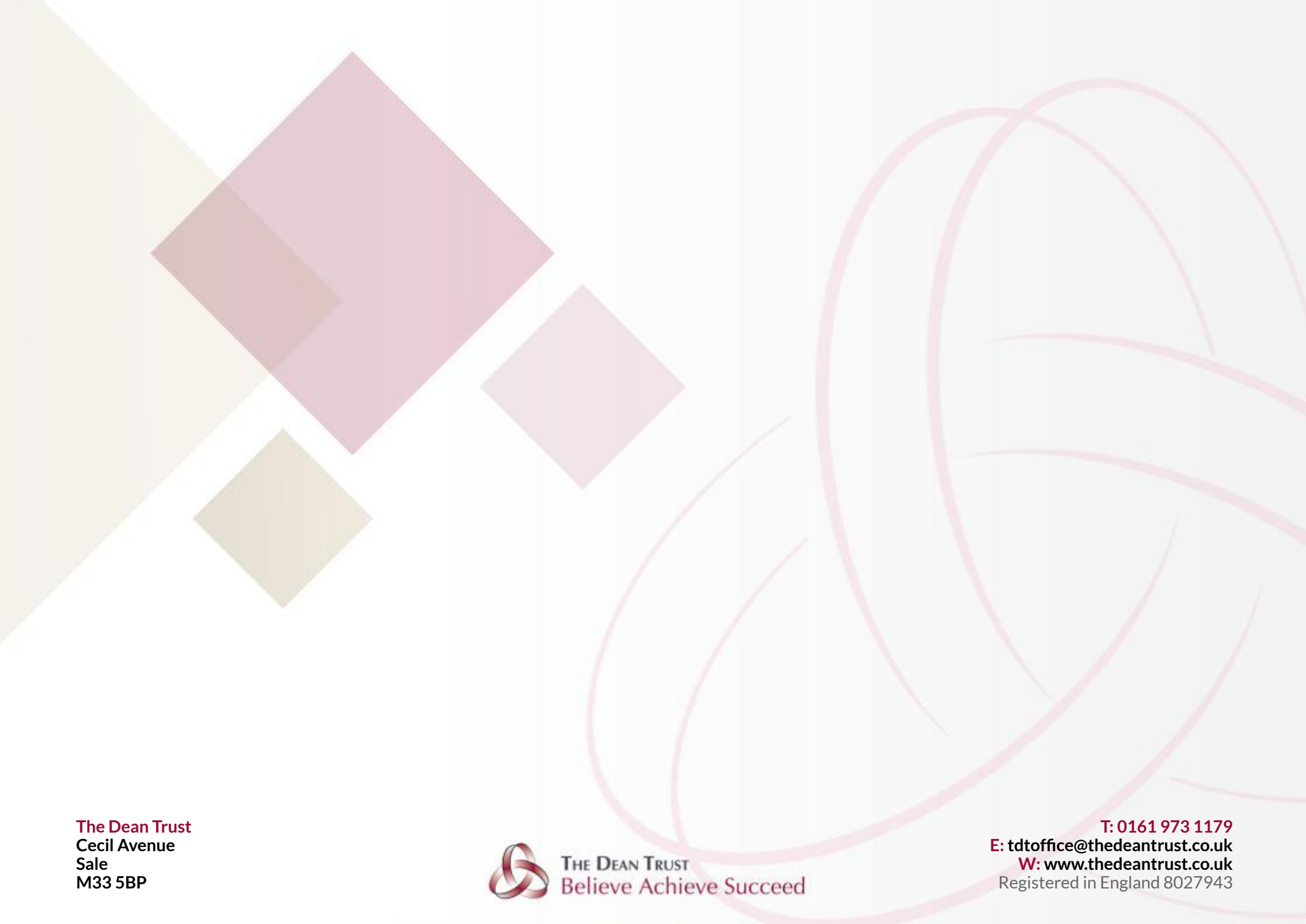
The Dean Trust consists of 4 primary schools, 1 through school and 6 secondary schools in 4 Local Authorities: Manchester, Trafford, Knowsley and Wigan.

**4**  
Local Authorities

**11**  
Schools

**9000+** Total Pupils  
**1100+** Total Employees





**The Dean Trust**  
Cecil Avenue  
Sale  
M33 5BP



**THE DEAN TRUST**  
Believe Achieve Succeed

**T: 0161 973 1179**  
**E: [tdtooffice@thedeantrust.co.uk](mailto:tdtooffice@thedeantrust.co.uk)**  
**W: [www.thedeantrust.co.uk](http://www.thedeantrust.co.uk)**  
Registered in England 8027943





***Candidate Brochure***  
***Student Services Administrator***



**THE DEAN TRUST**  
**Believe Achieve Succeed**

**SALARY:**

NJC Scale Band 3 Scale Points 6-11

Actual salary £21,604 -£23,490 per annum, FTE £25,183- £27,269

**START DATE:**

As soon as possible

**WORKING PATTERN:**

36.25 hours per week, 8am – 4pm

Monday to Friday

Term time only plus 2 weeks

including 5 INSETS Days

**CONTRACT:**

Permanent

**LOCATION:**

Office-based at Ashton on Mersey School, Cecil Avenue, Sale, M33 5BP.

**RESPONSIBLE FOR:**

Student Services

**ACCOUNTABLE TO:**

Business Support Manager

# Student Services Administrator

As our Student Services Administrator, you'll be at the heart of our school community – the friendly, approachable face that pupils know they can turn to for support.

You'll combine excellent organisational skills with a caring and empathetic approach, ensuring that every student feels welcomed, listened to, and valued. From handling pastoral enquiries with sensitivity to keeping our Student Services team running smoothly behind the scenes, you'll play a key role in helping our pupils thrive both personally and academically.

Working closely with the Business Support Manager and colleagues across the school, you'll help create a positive, supportive environment where students can achieve their very best.

*We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.*

*The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.*





# *Main Purpose of the Role*

**The post holder will be responsible for: -**

- Providing high quality, efficient administration/student services support as part of the Student Services team.
- To be the main point of contact for all pupils requiring assistance from Student Services and to effectively and efficiently deal with pastoral enquires.

## *Key Responsibilities*

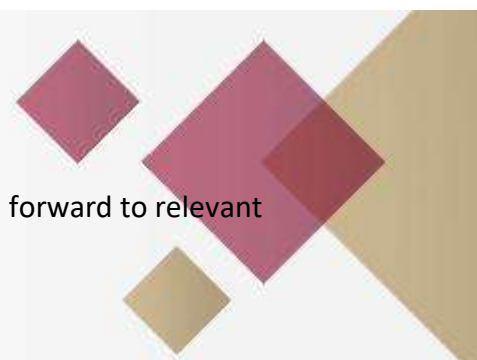
### **Student Services/Administration**

- Deal with pupils needs visiting student services including printing timetables, selling planners and equipment and be responsible for ordering supplies.
- Supervise pupils who are unwell and waiting for collection
- First Aid trained or willing to attend training.
- Maintain and order medical supplies for Pastoral Managers and Student Services
- Retain a log of students visiting Student Services for medical/first aid needs
- To send communication to parents using a variety of platforms
- Cash handling in respect of pupil purchases
- Support the maintenance of the Bromcom MIS
- Coordinate the immunisation programme with the school nursing team
- To keep a stock check and order stationery supplies for the Business Support team.
- Process CTF files for export for leavers and upload to S2S system
- Support maintain MCAS and ParentPay systems and deal with parental queries
- Support the Business Support Manager with Year End procedures during periods of school closure

### **Reception**

- To cover the reception as required
- Provide a friendly and welcoming services to all pupils, visitors and staff arriving at the school
- Maintain security by following the entry procedures and issuing badges
- Answering and screening all incoming calls and providing information when needed



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- Check and respond to emails received via the office in box and forward to relevant staff
  - Follow procedures required during a Fire Alarm or Lock Down

## **Educational Trips, Events & Visits**

- Support the coordination of residential trips through regular liaison with the Deputy Headteacher
- Manage the payment system setting up trips and monitoring payments made and provide regular updates to the trip leader
- Maintain first aid kits and trip mobile phones for all trips
- Maintain accurate records

### ***All employees have the responsibility to:***


- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person  
Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.


Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual task undertaken may not be identified.

# Personal Specification

	Essential	Desirable
<b>Qualifications</b>		
A good level of general education including Mathematics & English Language A*-C or equivalent.	✓	
<b>Experience</b>		
Experience of managing own workload, monitoring performance, and ensuring optimum use of resources and systems available	✓	
Experience of working in a school or similar environment	✓	
Experience of producing accurate and timely reports	✓	
<b>Knowledge</b>		
Knowledge in the use of Microsoft Office and Google suite of applications	✓	
Knowledge of school operations	✓	
<b>Skills and abilities</b>		
Managing a diverse and varied workload, prioritising on a regular basis	✓	
Ability to undertake further training and development as required	✓	
Highly developed communication skills with the ability to communicate effectively at all levels	✓	
Excellent organisational and administrative skills	✓	
Ability to prioritise workload and work to deadlines	✓	
Ability to handle confidential issues and materials sensitively and appropriately	✓	



Ability to work meticulously with attention to detail	✓	
Willingness and ability to work co-operatively as part of a small team	✓	
Self-motivated with the ability to work without supervision	✓	
Flexibility and ability to cope with a wide range of tasks in a busy and changing environment	✓	
Excellent time keeping and record of attendance	✓	





# How to apply

If you would like to apply for this role  
please apply through our online recruitment site which is available via:  
[careers.thedeantrust.co.uk](https://careers.thedeantrust.co.uk)

**Application Closing Date: Sunday 31<sup>st</sup> August 23:59pm**

**Any queries, please contact a member of the HR Team on 0161 973 1179  
Option 6 or email [recruitment@thedeantrust.co.uk](mailto:recruitment@thedeantrust.co.uk)**

