

# Level 2 Administrator (2 year fixed term)



**bdat**

Bradford Diocesan  
Academies Trust

**East Morton CE Primary School**



Artsmark  
Gold Award  
Awarded by Arts  
Council England

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# About our School



**“Parents and carers say that their children find learning ‘irresistible’, and this is evident in all classrooms.”**

OFSTED

East Morton Church of England Primary School, which is an academy within [Bradford Diocesan Academy Trust](#), lies at the heart of East Morton. Together with the church, a pub/restaurant and a thriving institute, it forms the hub of this pretty Yorkshire village.

Originally founded in 1845, the school moved to its present site in 1977 and was extended with three new classrooms in 2000. We

have since been able to extend three of our smaller classrooms and our staffroom facility, and have created a purpose built music/nurture room. In Summer 2019, with funding from BDAT, we dramatically improved our Early Years provision with a major extension and dedicated outdoor area. The school grounds offer: a Multi Use Games Area; environmental area featuring a bird hide and fire pit; a large tarmac play area with shelters; a sloping field and a spiritual garden.

The school is very highly regarded and consequently usually oversubscribed. The majority of our children live in the village itself, which has several new housing developments, but some do live in the neighbouring towns of Keighley and Bingley.

Our Morton Marvels wrap-around care facility extends our services to parents beyond school hours.

There are 7 classes with up to 210 children on roll, plus a 22 place Nursery. The staff are very professional and highly skilled. There is also a very strong and supportive Governing Body which takes an active part in the continued development and improvement of the school.

**“Leaders and staff set high expectations for pupils’ behaviour and learning. Pupils’ behaviour is exemplary.”**

OFSTED

**“...this school celebrates the unique God-given value of each individual pupil, and ensures that all are supported to achieve the best possible educational outcomes.”**

SIAMS



# About our School *continued*



**Pupils thrive at East Morton Primary School. They love attending this welcoming and happy school."**

OFSTED

The school aims to encourage the full development of all children. This involves accepting that each child is different and that pupils thrive in a safe environment which provides relevant learning

**"...this school celebrates the unique God-given value of each individual pupil, and ensures that all are supported to achieve the best possible educational outcomes."**

SIAMS

based on first hand experience. Our progressive, skills-based curriculum is enriched with many visits and visitors to school. All year 5 and 6 pupils experience residential visits and there is a wide range of extra curricular activities on offer and many sporting activities taking place throughout the year. In addition to this, all children are able to take part in musical concerts before leaving our school and have a choice of musical instruments to learn to play.

Children are encouraged to be self-disciplined and to take responsibility for their own actions. Behaviour for learning is excellent and parents are extremely supportive of the school. We encourage parental involvement and welcome volunteers from the community who help in school, for example by listening to readers.

**Pupils are proud to be given roles such as those of eco-committee members, school councillors and worship councillors.**

**As a result, they develop into confident, active and responsible young citizens."**

OFSTED

**"Staff are proud to work at East Morton. They value the training opportunities that leaders provide and leaders' support to manage their workload."**

OFSTED

The 'Friends of Morton' group work hard to raise additional funds for the school and there are strong links with the community, particularly St Luke's Church.



# Vision Statement



## The School's Vision

All are inspired to achieve their full potential in our loving community of life-long learners, where:

- Everyone is valued;
- Every chance is provided for all to flourish in the security of God's love; and
- Every day brings the enjoyment of life in all its fullness.

**"...a second home  
for our children."**  
Parent comment

## Core Values

At East Morton, 'Love' is our core value and it is from love which all of our six key values flow:

- Hope
- Peace
- Generosity
- Community
- Wisdom
- Justice



**"Your exceptional  
vision has created a  
community that celebrates  
pupils and celebrates life."**  
OFSTED



# Job Description: Level 2 Administrator

**Point: Band 5 SCP 5-6,  
15 hrs T.T.O (8.15am-11.15am)**

## **Job Purpose:**

To manage the school reception facility and to fulfil appropriate administrative duties in a professional manner in order to promote the school by providing a welcoming and efficient first point of contact on behalf of the organisation, and to provide administrative support to ensure the smooth running of the general office.

## **DUTIES AND RESPONSIBILITIES**

### **Organisation**

- Undertake reception duties, answering the telephone (transferring calls, taking and delivering caller messages) and dealing with face to face enquiries
- Ensuring the security of the school at all times signing in visitors and issuing passes, alerting staff to the arrival of a visitor, monitoring the collection of the visitor, signing out and collecting passes as they leave
- Receive, sort and distribute all mail, deliveries and packages
- Support with the organisation of parents evening arrangements, trips and other events and carry out the associated administrative tasks
- Support the efficient running of the administrative function by providing occasional cover as required
- Liaise with East Morton CE Primary School pupils, parents/carers and staff to effectively organise and manage the administration processes and procedures
- Provide advice and guidance to staff, students, parents/carers and others
- Provide support during emergency procedures for safe evacuation

### **Administration**

- Undertake typing, word-processing and other IT based tasks
- Undertake photocopying tasks
- Scan documents and shred those no longer required
- Collate and prepare data/information and produce reports/information/data as required
- Request, collate, proof read and print reports/letters/documents
- Reply to parents' requests for information or queries in writing and telephone
- Maintain online and paper filing systems in line with retention and data protection guidelines
- Respond to routine correspondence, sorting and distributing internal / external mail and emails;

# Job Description *continued*

## Resources

- Operate relevant equipment/ICT packages/information systems (e.g. MS Office, internet, intranet, SIMS, E-mail)
- Maintain stock and supplies via finance order/invoice systems
- Use administration supplies resourcefully
- Maintain tidy and organised work spaces and storage areas

## Wider Responsibilities

- Be aware of and comply with policies and procedures relating to child protection /safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person.
- Comply and assist with the development of policies and procedures relating to area of responsibility as required
- Develop effective professional relationships with others
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's equal opportunities policies and practice.
- Maintain the confidential nature of information relating to the School, its pupils, parents and carers acting in accordance with Data Protection Act principles at all times
- Contribute to and support the overall life, work/aims and ethos of the School
- Attend and participate in relevant meetings as required
- Participate and engage in training and appraisal as required.

Undertake additional duties as reasonably requested by senior staff

# Personnel Specification

Qualifications	Essential	Desirable
GCSE English and Maths A*- C or 9-4 or NVQ equivalent including Maths and English	✓	
Experience & Skills	Essential	Desirable
Experience of working in a school office		✓
Experience of administrative systems and ICT packages including Microsoft Office software.	✓	
Excellent communication skills, both written and spoken	✓	
Experience of working with people in a busy office or reception environment	✓	
Excellent organisational skills and experience of multi-tasking	✓	
Training	Essential	Desirable
Evidence of continuing professional development	✓	
Willing to undertake training as required and assist in training colleagues	✓	
Evidence of training in relevant ICT applications		✓
Evidence of Safeguarding & Prevent training		✓
Special Knowledge	Essential	Desirable
Knowledge of education and policies and procedures relating to working in a school		✓
An understanding of Data Protection regulations		✓
Knowledge of Safeguarding in schools		✓
Personal Circumstances	Essential	Desirable
Eligible to work in the U.K.	✓	
No contra-indications in personal background/criminal record indicating unsuitability to work with children/young people	✓	
Disposition/Attitude	Essential	Desirable
Ability to work under pressure and meet conflicting demands within deadlines	✓	
Ability to communicate effectively at all levels	✓	
Flexible and positive approach to change	✓	
Willing to work as part of a team	✓	
Professional and customer service orientated	✓	
Ability to maintain a high level of confidentiality and discretion at all times	✓	
Be calm and approachable	✓	
Practical / Intellectual Skills	Essential	Desirable
Basic problem solving	✓	
Proactive	✓	
Physical / Sensory	Essential	Desirable
Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate	✓	
Equality & Safeguarding	Essential	Desirable
Candidates should indicate an acceptance of, and a commitment to, the principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the community".	✓	
Be committed to Safeguarding and promoting the welfare of children and young people	✓	

# About BDAT

East Morton CE Primary School is an academy within Bradford Diocesan Academies Trust. The successful candidate will be employed by BDAT although their main place of work will be at East Morton CE Primary School. BDAT strives to be diverse and inclusive employer a place where we can ALL be ourselves. We encourage and welcome applications from everyone.



## **General Information and Background**

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at [www.bdat-academies.org](http://www.bdat-academies.org).

## **Our Mission Statement**

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

## **Our Christian ethos**

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

## **ICARE**

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE". To download our ICARE consultation documents please [click here](#)

## **BDAT People: Our Faculty of Professional and Career Development**

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop and retain our staff. The Faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice. By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>

# Job Advertisement



## **Level 2 Administrator (Band 5, SCP Points 5-6)**

**2-year fixed term - 15 hours/week term time only, 8.15am to 11.15am**

**Starting 2nd September 2025**

**Actual salary £8,422 - £8,555 p.a.**

**Would you like the opportunity to work within a successful, values-centred school in which 'learners thrive' and 'staff potential is quickly identified'?**

**East Morton is a 'good' school where 'children find learning 'irresistible' (Ofsted, 2022)**

We are looking to appoint an administrator to join our busy office. The ideal candidate will be enthusiastic and passionate about ensuring we have an administrative function which delivers support for our whole school community.

Our children have a genuine thirst for knowledge and thrive within our school, where everyone is given every chance, every day. We can offer you a creative, exciting and supportive setting within a strong community, which is committed to providing irresistible learning for our pupils.

Interested candidates are requested to apply online through [mynewterm.com](https://mynewterm.com) which can be accessed via [www.eastmortonprimary.co.uk/about/vacancies/](http://www.eastmortonprimary.co.uk/about/vacancies/)

**Visits to the school are encouraged for potential candidates**

please contact Jackie Kelley, Office Manager on 01274 569447 to arrange a visit.

**Application deadline: Thursday 10th July 2025, 9.00am**

**Interviews: Monday 14th July 2025**

East Morton CE Primary School is an academy within [Bradford Diocesan Academies Trust](https://www.bdatrust.org/). The successful candidate will be employed by BDAT although their main place of work will be at East Morton CE Primary School.

BDAT strives to be diverse and inclusive employer a place where we can ALL be ourselves. We encourage and welcome applications from everyone. As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

East Morton Church of England Primary School is committed to safeguarding and promoting the welfare of our pupils, expecting all staff and volunteers to share this commitment. All staff are subject to vetting checks including an enhanced DBS check.

# Contact Details

## School Contact Details

Executive School Business Manager: Suzanne Wahed

Office Manager: Jackie Kelley

East Morton CE Primary School, Street Lane, East Morton, Keighley, West Yorkshire BD20 5SE

Telephone: 01274 569447 Website: [www.eastmortonceprimary.co.uk](http://www.eastmortonceprimary.co.uk)

## How to find us

East Morton CE Primary School is located on the junction of Carr Lane and Street Lane in East Morton village, which is located between the towns of Keighley and Bingley in the Aire valley.

