

## **Deputy PA / Receptionist**

### **Recruitment Information Pack**

### **May 2025**

**Salary Range BDO4 – BDO10 (£24,404 - £26,835)**

**All Year Round (AYR) - Full time - Permanent**

**Start date - ASAP**



**Closing date: Monday 2<sup>nd</sup> June 2025 at 9.00am**

**Shortlisting: Tuesday 3<sup>rd</sup> June 2025**

**Interview date: Friday 6<sup>th</sup> June 2025**

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## Welcome To Bradford Diocesan Academies Trust

Dear Applicant,

Thank you for taking your time to read our application pack and expressing your interest in the post of **Deputy PA / Receptionist** at Bradford Diocesan Academies Trust (BDAT).

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within BDAT. We hope you find the role as interesting and exciting as we do.

Within the pack, you will find a job description, a person specification, a summary of the Trust and details of how to apply for this post, should you choose to make an application.

You can find further information about us:

- on our website at [www.bdat-academies.org](http://www.bdat-academies.org)
- on X formally Twitter at [#wearebdat](https://twitter.com/wearebdat)
- or by contacting us directly via email on [emma.williamson@bdat-academies.org](mailto:emma.williamson@bdat-academies.org)
- or calling **01274 909120**.

I wish you every success with your application and look forward to meeting you in the near future.



**Carol Dewhurst OBE**  
**Chief Executive Officer**  
**Bradford Diocesan Academies Trust**

## About BDAT

### General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools across Bradford. We are a Trust which prides ourselves in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led, and we know it is important that we consistently live these values. The Trust's mission is **"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."**

Our core Trust values are **inclusion, compassion, aspiration, resilience and excellence (I.C.A.R.E.)**. We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values, believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on X, formerly Twitter @WeAreBDAT or visit [www.bdat-academies.org](http://www.bdat-academies.org)



## BDAT's Mission, Vision and Values

### Our mission:

"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

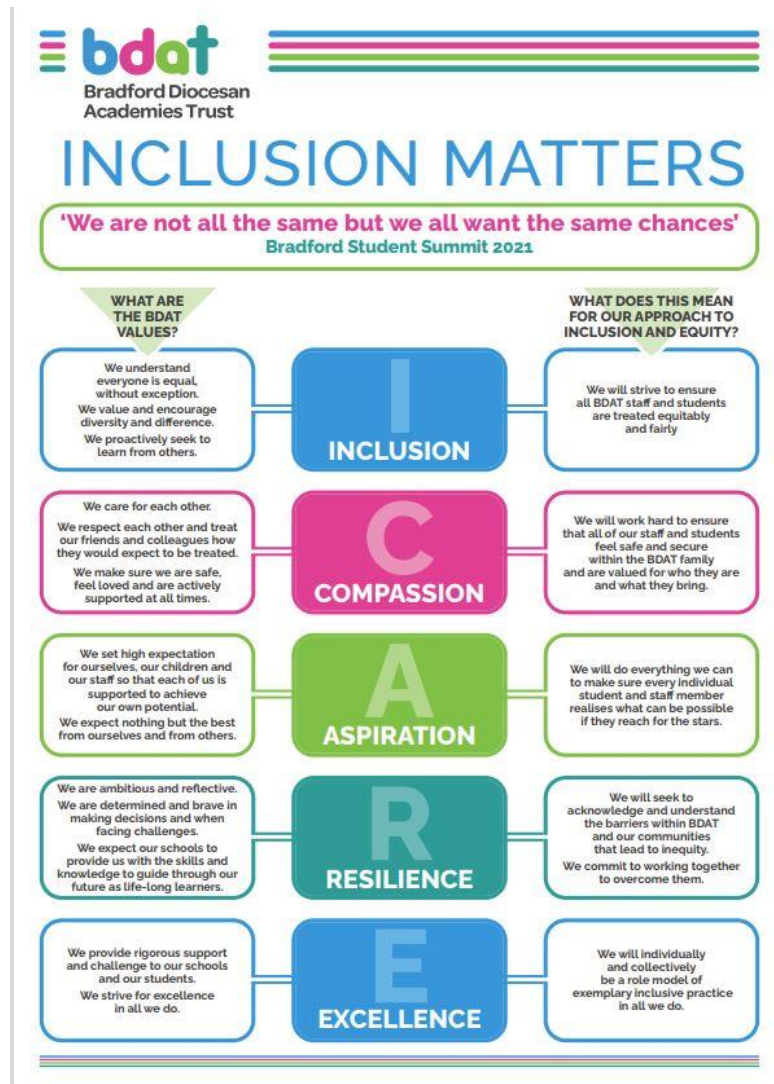
### Our vision is:

"We will provide schools that develop student competence, confidence and character, driven by local community context and inclusive Christian values, ensuring every student achieves their academic potential and leaves our Trust prepared for the next stage of their life journey."

We want BDAT schools to be schools of choice for the diverse and special communities we serve.

We will recruit develop and retain highly skilled staff dedicated to making sure our children and young people have every chance to succeed."

### Our values are:



**Advertisement**  
**Deputy PA / Receptionist**  
**BDAT, 2<sup>nd</sup> Floor, Jade Building, Albion Mills, Albion Road, Bradford, BD10 9TQ**  
**Full Time - All Year Round – Permanent**

Bradford Diocesan Academies Trust (BDAT) is looking to appoint a Deputy PA / Receptionist to provide an efficient service to support the work of the Multi – Academy Trust (MAT).

Line management will be through the PA to CEO and Office Manager, although some task management may be via the BDAT CEO and the Executive Team.

The post holder will act as an ambassador for the Trust, liaising regularly with a number of key internal and external stakeholders, and therefore discretion and diplomacy will be required.

Hours of work are 8am – 4pm Monday – Thursday, 8.30am – 4pm on Friday; to meet the needs of the Trust and will not routinely exceed 37 hours per week. Occasional evening work may be required to support Trust activities, this role is office based.

<b>Employer:</b>	Bradford Diocesan Academies Trust
<b>Reporting to:</b>	PA to CEO and Office Manager
<b>Accountable to:</b>	Chief Executive Officer
<b>Duration of Post:</b>	Permanent on completion of three-month probationary period
<b>Hours of Work:</b>	Full time (37 hours per week) all year round
<b>Place of Work:</b>	Office Based
<b>Annual Leave:</b>	Annual Leave 30 days, plus 8 statutory days
<b>Salary:</b>	BDO4 – BDO10 (£24,404 - £26,835)
<b>Start date:</b>	ASAP

Applications can be submitted online using the My New Term portal via [Vacancies - Bradford Diocesan Academies Trust \(bdac-academies.org\)](https://vacancies-bradforddiocesanacademies.org)

## **Job Description**

### **Deputy PA / Receptionist**

#### **Introduction**

The Deputy PA / Receptionist should provide a professional and comprehensive organisational and administrative support to the PA to the CEO and Office Manager and the Executive Team. This will include being involved in all aspects of the central Trust work, including support for your designated area of responsibility.

The Deputy PA / Receptionist will provide a first-class reception service to all stakeholders of the Trust office.

Line management will be through the PA to the CEO and Manager of the central team, based at Albion Mills, Bradford.

#### **Job Purpose:**

- Carry out a range of administrative tasks and assist in maintaining the efficient running of the central trust office.
- Greet and direct face-to-face visitors and enquiries in an efficient and supportive manner.
- To manage the central trust office Reception facility in a professional manner in order to promote the Trust.

#### **Key Responsibilities:**

- Provide a professional and comprehensive organisational and administrative support to the PA to the CEO and Office Manager and the Executive Team.
- Working collaboratively with the Central Office team to ensure that Trust goals and initiatives are carried out in the expected timescales.
- Undertake all aspects of the reception duties, answering the telephone (transferring calls, taking and delivering caller messages to appropriate colleagues).
- Build effective and collaborative working relationships with internal and external stakeholders.
- To be responsible for supporting the work of the existing staff by carrying out a range of duties including, but not limited to; reception duties, meeting organisation and hosting, general office duties including dedicated support to the Executive team as agreed, e.g. data input and collation.

#### **Main Duties and Responsibilities:**

- To provide a professional business service within the Trust, academies and central staff.
- Ensure a high, clear level of communication when sharing key messages with internal and external stakeholders.
- Provide, in a timely manner, a general clerical/administration support e.g. photocopying, filing, completing standard forms, responding to routine correspondence, sorting and distributing internal / external mail and emails.
- Ensuring accurate record-keeping through the effective use of administrative platforms in accordance with GDPR and policies.
- To provide ad-hoc/scheduled support to colleagues within the academies.
- Book meeting rooms and facilitate the hospitality and IT requirements for each meeting.
- Signing in visitors via the InVentry system, and alerting staff to the arrival of visitors, monitoring the collection of visitors and signing out as they leave.

- Update and prepare reports in relation to tasks undertaken.
- Contributing to team efficiency and effectiveness.
- Managing your own workload.
- Taking part in meetings, events and contributing ideas for improving results and services.
- Assist in arrangements for Trust events and projects.
- Dedicated support to your area of responsibility as agreed.
- Assist with the management and maintenance of diaries.
- Organisation of travel and accommodation arrangements.
- Processing expenses.
- Provide clerking for the central team staff meetings, including production of minutes.
- Undertake typing and word-processing and other IT based tasks.
- Order, monitor and manage stock, ensuring best value following policy.

### **Career and Professional Development:**

- The postholder will proactively take part in the Trust Appraisal process.
- The postholder will be expected to attend training and continuous professional development events and be responsible for their own professional development.

***The postholder will undertake any other miscellaneous, appropriate work deemed suitable by management of the Trust.***

## **Person Specification**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>	<ul style="list-style-type: none"> <li>• Appropriate academic qualifications to at least GCSE standard and the ability to demonstrate literacy and numerical competency through proven experience.</li> <li>• Computer literacy</li> </ul>	<ul style="list-style-type: none"> <li>• A-levels or equivalent</li> <li>• Educated to degree level or equivalent</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Providing administrative support to a team</li> <li>• Successful experience of working in admin support</li> <li>• Able to demonstrate a willingness to attend appropriate training and development and evidence of relevant personal and professional development</li> <li>• Evidence of working in an environment where experiences included taking initiative and self-motivation, as well as teamwork</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of academies and schools</li> <li>• Dealing with internal stakeholders, face to face or by telephone</li> <li>• Arranging and minuting meetings</li> <li>• Producing reports in Microsoft Word and Excel</li> </ul>



<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Good listening, oral and literacy skills</li> <li>• Good communication and interpersonal skills</li> <li>• Ability to face and deal with difficult situations</li> <li>• Ability to organise time and work to deadlines</li> <li>• Record keeping, information retrieval and dissemination of data/documentation</li> <li>• Good attention to detail</li> <li>• ICT including keyboard skills</li> <li>• Organising meetings</li> <li>• Using the internet to access relevant information</li> <li>• Confidentiality and data protection</li> <li>• Flexible, cooperative and supportive team player</li> <li>• Time management and Prioritising</li> </ul>	<ul style="list-style-type: none"> <li>• Developing and maintaining contacts with outside agencies, e.g. departments of the Local Authority, Diocese, Church, Authorities and the Department for Education.</li> </ul>
<b>Personal attributes</b>	<u>All Essential Criteria</u> <ul style="list-style-type: none"> <li>• Ability to work under pressure and manage multiple deadlines</li> <li>• Teamwork</li> <li>• Person of integrity, discretion and confidentiality</li> <li>• Emotional intelligence</li> <li>• Ability to remain impartial</li> <li>• Have a flexible approach to working hours</li> <li>• Be sympathetic to the needs of others</li> <li>• Have an openness to learning and change</li> <li>• Have a positive attitude to personal development and training</li> <li>• Have good interpersonal skills</li> </ul>	
<b>Special requirements</b>	<u>All Essential Criteria</u> <ul style="list-style-type: none"> <li>• Ability to work at times convenient to the Trust requirements, including evenings</li> <li>• Available to be contacted at mutually agreed times</li> <li>• Ability to travel to meetings</li> </ul>	

## Terms and Conditions

The employer for this post is the Bradford Diocesan Academies Trust.

The post will be based in the office of BDAT, 2nd Floor, Jade Building, Albion Mill, Albion Road, Greengates, BD10 9TQ.

This post requires the ability to travel and work directly with academies. The post holder will be required to work occasional evenings.

The post is subject to a three-month probationary period.

The Trust provides a competitive employee pension with employer contribution.

A satisfactory Enhanced DBS is required for this post.

The post holder will be entitled to 30 days paid annual leave per annum, plus statutory bank holidays. All annual leave should be taken with prior agreement of line managers, avoiding conflicts of leave where possible.

The Post-holder is required to be able to travel efficiently and independently throughout the relevant area, whether by self-driving or other means.

The post holder will undertake any other miscellaneous work, deemed suitable by management of the Trust.

***If you would value an exploratory conversation, please contact Emma Williamson on 01274 909120.***

## Selection Process Guidance

### Safeguarding

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references.

All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service. Please see our Safeguarding and Child Protection policy on the BDAT website [BDAT Policies – Bradford Diocesan Academies Trust \(bdat-academies.org\)](https://www.bdat-academies.org/BDAT-Policies-Bradford-Diocesan-Academies-Trust)

### Inclusion

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.

### Applications

Please ensure that all parts of the application are completed via link to My New Term. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online using the My New Term portal via [Vacancies - Bradford Diocesan Academies Trust \(bdat-academies.org\)](https://www.bdat-academies.org/Vacancies-Bradford-Diocesan-Academies-Trust)

### Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. A panel of senior staff and Trustees do this. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

### References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

### Interview Process

If you are successful in being selected for interview, we will notify you of the full interview process. The interviews will be held at the BDAT Trust office. The interview will consist of several tasks including a presentation and formal interview. These are designed to allow you to demonstrate your skills and abilities.

You will be asked to bring proof of qualifications and identity on the first day.

**Final Selection**

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our Trust. Each candidate will be contacted by telephone to inform them of the outcome, brief feedback will be provided during this telephone conversation.

**Offer of Employment**

We will make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us.
- A satisfactory DBS check.
- A satisfactory online check
- Provision of proof of identity and qualifications

**Probationary Period**

The post is subject to a three-month probationary period.

**Timeline**

Closing date: Monday 2<sup>nd</sup> June 2025 at 9am  
Shortlisting: Tuesday 3<sup>rd</sup> June 2025  
Interview date: Friday 6<sup>th</sup> June 2025