

Recruitment

25/26

Admin Assistant



Minsthorpe
Community College



Mr Mark Gilmore
Principal



Minsthorpe Community College

Welcome

Dear Applicant

Thank you for your interest in joining Minsthorpe Community College. I hope the information in this pack gives you a clear sense of who we are and helps you decide whether you have the qualities, skills, and experience to thrive in this role.

Minsthorpe is a truly special place. Having worked here for many years, I've seen first-hand the strength of our community and the power of our shared values. Since becoming Principal, I've been committed to bringing our vision to life — one rooted in motivation, commitment, and care. These aren't just words on a wall; they underpin every decision we make and shape the culture of our college.

When I think about what makes a great college, I reflect on what I'd want for my own children: a place where they love learning, feel excited to come each day, and are inspired by a rich and ambitious curriculum. I'd want them to receive an education that is both challenging and nurturing, delivered by dedicated staff who help them achieve their very best. Above all, I'd want them to feel cared for—by adults who know them well and by peers who become lifelong friends.

At Minsthorpe, we believe everyone contributes to building and strengthening our learning community, students, staff, parents, and governors alike. We celebrate the diverse talents of our students, academic, athletic, creative, and personal. We are ambitious for them, and we want them to be motivated in their learning, committed to their goals, and caring toward others.

We're looking for staff who share this vision and who want to play an active part in making it a reality. We invest in recruiting, developing, and retaining professionals who care deeply about education and who strive for continual improvement. In return, you'll join a supportive, forward-thinking team that values collaboration, professional growth, and personal wellbeing.

If you'd like to visit the College and experience our community first-hand, I'd be delighted to welcome you.

Mr Mark Gilmore
Principal

Vision & Mission



Vision

Minsthorpe Community College:
A place where everyone plays a part in strengthening our learning community through motivation, commitment, and care.

Mission

Students

At Minsthorpe, we motivate students through an engaging curriculum which promotes lifelong learning. We provide exciting educational opportunities and an ethos of care, guidance and support for all. We know that students learn best in a safe, calm and orderly environment and our rewards and sanctions support this. We expect that students are committed to their own learning and progress and to achieving their future aspirations.

Governors

At Minsthorpe, the Governing Body is committed to challenging the College Leadership to secure the highest standards of education for the students of our community. It oversees the financial performance of the College, ensuring that budgets are well spent. Governors expect that all stakeholders work together in the best interests of the students to motivate and care for each other.

Parents and Carers

At Minsthorpe, we value the contribution our caring parent body makes to their child's education, as we work together to motivate and support each student in reaching their full potential. We want parents and carers to work with us in ensuring their child is safe and happy. We expect the full commitment of parents and carers in ensuring their child attends regularly and on time; completes home learning; wears the correct uniform; is fully equipped and ready to learn and behave the Minsthorpe Way.

Staff

At Minsthorpe, we invest in the recruitment, development and retention of caring professionals who are committed to constantly reviewing and improving the quality of learning, teaching and support. We expect that staff are motivated to work collaboratively in setting high expectations for all students with a relentless focus on student learning and progress.



Why work at Minsthorpe?

Minsthorpe Community College is a large, vibrant, and inclusive community college with a student body of over 1600 students ranging from 11 to 19 years. We have six primary schools in our pyramid and are pleased to welcome children from neighbouring areas.

We have a highly skilled team of teachers and associate staff that always act in the best interest of the students. We offer excellent facilities for learning and teaching with dedicated blocks for each subject area as well as community dimensions including a sports & fitness centre and a children's centre.

Students enjoy a range of extra-curricular and enrichment opportunities which complement their learning. Minsthorpe Community College secures great GCSE and Post 16 results year on year allowing students to progress into higher education and employment.

Minsthorpe Community College places at the heart of its development a commitment to high quality professional development for all staff who join the college. We understand that by investing in our staff we will create an organisation with a shared vision and mission.



"There is a focused, purposeful atmosphere around the school, which is underpinned by the school's vision of motivation, commitment and care."

Ofsted, 2023

As a college we are committed to provide the following **benefits for employees:**

- The opportunity to work in a well-resourced, forward thinking, and rewarding environment.
- Excellent facilities for learning and teaching with dedicated blocks for each subject area.
- Free membership of our state-of-the-art on-site Sports & Fitness Centre for full-time, permanent employees, as well as the facility of an on-site Children's Centre.
- Comprehensive induction and on-going opportunities for Professional Development.
- Excellent care and support for all staff, including access to an Employee Assistance Programme for employees and their immediate family.
- Access to the Local Government Pension Scheme (associate staff) or Teachers' Pension Scheme (teachers).
- Nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff.



Learning and Teaching the Minsthorpe Way

Teachers and Student Support colleagues at Minsthorpe Community College strive to plan and deliver lessons to a consistently high standard rooted in fundamental Core Principles of effective pedagogy. We insist on excellent standards of behaviour for learning from all students and it is our daily goal to inspire students to learn & think critically, challenge & support them to achieve and make progress and equip them with the necessary skills to be lifelong learners and effective members of society.

"Pupils are confident, well-mannered and eager to share their opinions. They work hard in lessons and are keen to succeed."

Ofsted, 2023

Staff address any misbehaviour, including low-level disruption to learning, appropriately. Pupils behave well.

Ofsted, 2023

Curriculum

At Minsthorpe Community College our core values of Motivation, Commitment and Care are at the heart of everything we do. Our curriculum intent is to raise the achievements and aspirations of all learners through the delivery of a highly personalised, broad, ambitious, and inclusive curriculum that:

- Deepens students' understanding and develops their knowledge and skills in all subject areas
- Ensures students are literate and numerate
- Enriches students' learning experiences
- Builds students' character
- Empowers students to realise their education and employment potential beyond Minsthorpe Community College

Be Fair Everywhere

We have high expectations of all our students at Minsthorpe Community College and **BE FAIR EVERYWHERE** supports students to understand how we expect them to behave in lessons and around the College site. Parents are asked to watch the relevant **BE FAIR EVERYWHERE** video with their child to ensure they are clear about our expectations.

"Teachers and pupils are clear about expectations and procedures through the 'Minsthorpe way' ... As a result, the school is calm and orderly."

Ofsted, 2023

Student Support

We provide **Motivation, Commitment** and **Care** for students requiring additional support with the aim of ensuring that they achieve their best possible outcomes, transition to Post 16, and have ambitions for jobs, further education, and careers and that they can thrive as independently as possible, depending on their needs.

We are parent and child centred, work in partnership with stakeholders, and have open, robust but respectful conversations with colleagues as we all strive for those best outcomes. We are a skilled, experienced, and knowledgeable team and have good knowledge of the complex education system and can advise and support families about appropriate provisions, support and managing the bureaucratic and legislative challenges for students with **SEND**.



Post 16

We are an inclusive Post 16 provider and cater for learners at all levels and have an established reputation for very strong exam performance, a passion for teaching and learning and an unwavering focus on helping every student achieve their best possible goals.

Minsthorpe Post 16 is committed to delivering high quality teaching which provides challenges and opportunities for individual learners. Students have the opportunity to be creative, innovative and enterprising, whilst benefiting from strong care, support and guidance. The Post 16 team continues to provide our students with support and motivation to raise their aspirations, succeed in learning and position themselves for a better future.

We have a well-established ethos of care and support. Our students and staff enjoy working together as 'Team Minsthorpe' and everyone is committed to 'Learning and Behaving the Minsthorpe Way', because we know this will deliver the best education for the young people. We cannot achieve this alone, and we firmly believe in a strong partnership between the college and everyone within our community.

"The school has ensured that the sixth-form curriculum meets students' needs and interests ... This helps sixth-form students to progress on to higher education, apprenticeships and employment."



CPD: The Minsthorpe Way

At Minsthorpe Community College we are committed to the Continuing Professional Development (CPD) and learning of all members of staff at every career stage and level of experience. We recognise the value of evidence-informed training with an overall to impact positively on students' outcomes and experiences. We are active partners in many local networks, including the Wakefield and Selby Teaching School Hub.

Associate Teams

Our core Associate staff teams consist of Administration, Finance, IT Services, and Data & Exams. These teams are based in The Hub, which is a large open-plan office in the centre of college, where they are easily accessible to offer support, advice, and guidance to staff, students and each other.

Professional Development

Our Core Principles of Quality Learning & Teaching are formed based on a wide range of experience and expertise within Minsthorpe Community College but equally through accessing well-regarded and researched pedagogical texts. Resultant CPD will draw on these texts to form the basis of their content and delivery.

Our ongoing Professional Development & Learning programme is planned and structured to develop the knowledge and skills of teachers and student support staff around the Core Principles of Learning & Teaching whilst giving them a growing awareness of key elements. Our Early Career Teachers have full access to the UCL Early Career Framework and leaders engage with NPQ programmes to support their development.



Professional Learning and Development Associate Staff

Associate staff engage in whole College statutory training e.g., Safeguarding but equally have access to other training pertinent to their respective roles. The list below is not exhaustive but gives a flavour of the range of training opportunities available:

- Access Arrangements training;
- HLTA status
- Apprenticeships
- Team Teach
- Invigilator training
- First Aid



"The curriculum is ambitious for all pupils ... Pupils with special educational needs and/or disabilities (SEND) are involved in all aspects of school life."

Ofsted, 2023

Thank you for taking the time to read this overview of Minsthorpe Community College. We recommend that you explore our website to discover more about us: www.minsthorpe.cc

Catherine Green
Director of HR & Associate Teams
September 2025

Admin Assistant

We are excited to recruit an enthusiastic and reliable administrator to join our Associate Staff team. This permanent role provides an opportunity to play a key part in supporting a busy and dynamic team.

Minsthorpe Community College is a place where everyone plays a part in strengthening our learning community through Motivation, Commitment and Care. Our most recent Ofsted report (2023) described us as a "Good college" who "invests in staff's development. This means that staff feel valued and are proud to work at the school ... Leaders support staff well and consider their workload and well-being."

The successful candidate will be:

- Proactive and organised with the ability to multi-task and meet deadlines.
- Able to work well as part of a team, under pressure and to strict deadlines.
- Able to deal sensitively and effectively with all stakeholders.
- Experienced working in an administrative/support role.
- A team player who will uphold our College values of Motivation, Commitment and Care

We provide:

- A well-resourced, forward thinking and supportive College team.
- Free gym membership.
- Free on-site parking.
- Cycle to Work Scheme.
- Excellent care and support for all staff including Employee Assistance Programme.
- Comprehensive induction and on-going opportunities for Professional Development.



Grade 4
Term-time (+ 5 or 10 days optional)
37 Hours per week
8.00am-4.00pm Monday to Thursday
8.00am-3.30pm Friday
FTE Salary - £25,583 - £25,989
(pay award pending)

The successful candidate will have to meet the requirements of our Person Specification and be subject to an enhanced DBS check. A prohibition from teaching check and an online search will also be completed for all applicants.

Minsthorpe Community College is committed to equality of opportunity and upholding the principles of the Equality Act 2010. We positively welcome applications from all sections of the community. Only applications submitted with a completed Minsthorpe Academy Trust Application Form will be considered.

Full-time permanent employees are provided with free membership of our state-of-the-art on-site Sports & Fitness Centre, as well as the facility of an 'outstanding' Children's Centre.

Further particulars for this post can be obtained by visiting our Web Site at www.minsthorpe.cc

If you would like to arrange a visit to the college, we would be more than happy to show you around so you can get a feel for who we are. Email enquiries@minsthorpe.cc and we will arrange a convenient time for you to come and visit Minsthorpe Community College.

Please send completed application forms to Cath Green, Director of HR & Associate Teams: - cgreen@minsthorpe.cc by midday - Friday 3rd July

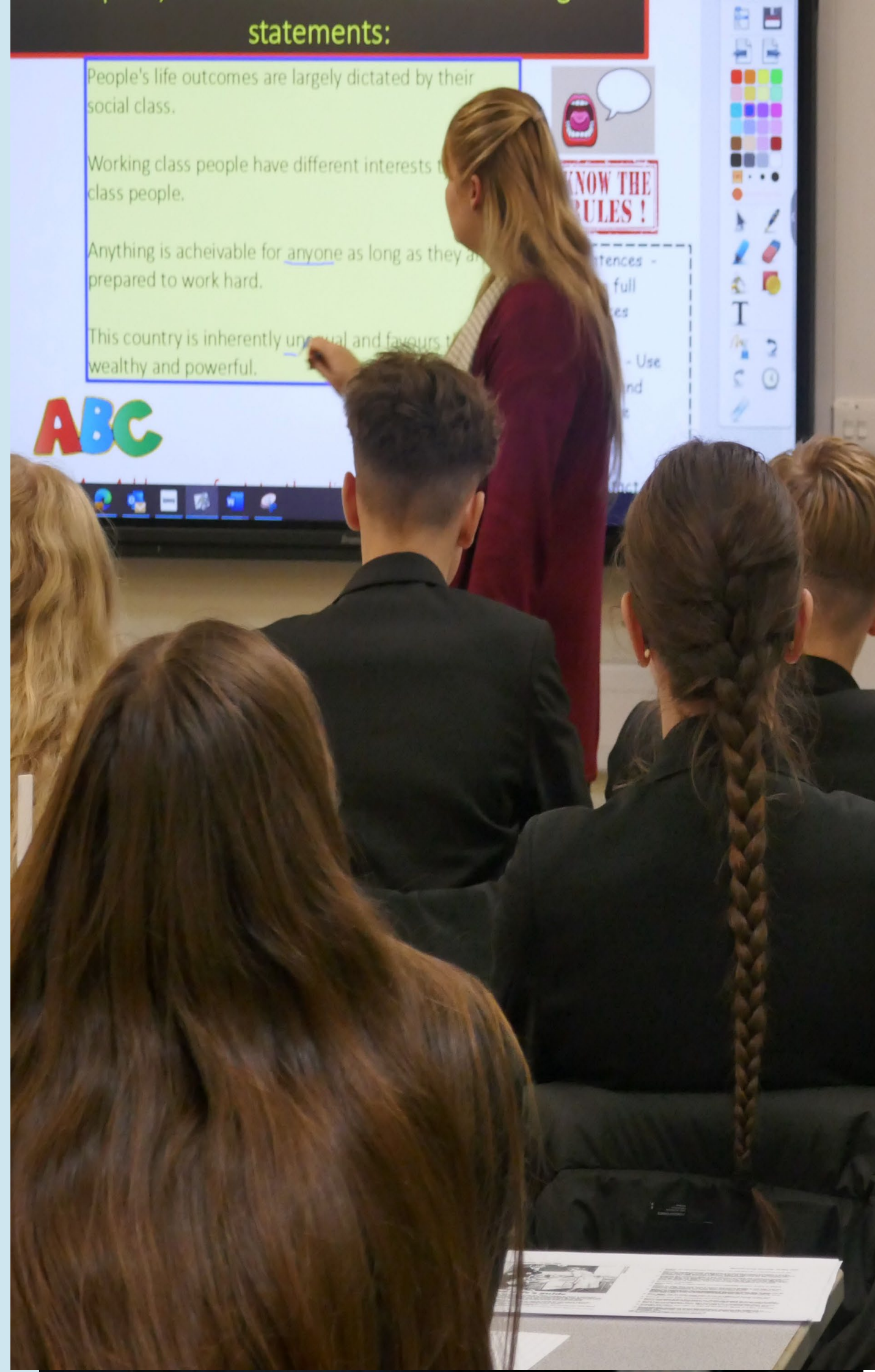
Job Description Overall Purpose of the Post

To form part of a multi-disciplined and college-wide support team, providing effective clerical, administrative, and financial support to the college.

All adults working in, or on behalf of the college have a responsibility to safeguard and promote the welfare of children. This includes:

A responsibility to provide a safe environment in which children can learn and develop.

Identifying children who may be in need of extra help or who are suffering or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.



Employment checks required

Proof of eligibility to work in the UK

Proof of relevant qualifications (original certificates)

Two satisfactory references

DBS Enhanced Disclosure check

A Prohibition Order check and on-line search

A medical assessment prior to commencement of employment.

Key Accountabilities

Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors

Assist with student first aid/welfare duties, looking after sick students, liaising with parents/staff etc.

Assisting with arrangements for college trips, events, and visits by school nurse, photographer, external agencies, etc.

Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms

Maintain manual and computerised records/management information systems

Prepare and format correspondence, policies, etc

Sort and distribute mail

Take notes at meetings

Collate student reports

Undertake routine administration e.g. registers/college meals

Operate relevant equipment/ICT packages (e.g. Word, Excel, Outlook, databases, spreadsheets, Internet, MIS)

Arrange orderly and secure storage of supplies

Undertake routine financial administration e.g. collect and record monies as required



Duties and Responsibilities

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure equal opportunities for all

Contribute to the overall ethos/work/aims of the college

Appreciate and support the role of other professionals

Attend and participate in relevant meetings as required

Participate in training and other learning activities and performance development as required

To carry out a share of supervisory duties in accordance with published rotas.

Other duties commensurate with the grade of the post as directed by the Principal/Line Manager.

Person Specification

Education, Training and Qualifications

A good level of formal education including GCSE English and Maths

Support Work in Schools (SWiS) Level 2 (Desirable)

NVQ Level 2 in Administration (Desirable)

Experience

Experience of working in an administrative/support role

Experience of working in a school setting (Desirable)



Skills and Knowledge

Good working knowledge of all Microsoft packages including Word, Excel, PowerPoint, and Outlook.

Knowledge of Arbor MIS (Desirable)

Good Numeracy/ Literacy Skills

Ability to work calmly under pressure

Initiative, flexibility and ability to handle change

Interpersonal skills to build effective working relationships with student and staff across the college

Organisational skills to prioritise own workload and complete tasks to required deadlines

Work constructively as part of a team

Understanding college roles and responsibilities and your own position within these

Appropriate knowledge of First Aid

Personal Attributes

Confidence, flexibility, and adaptability.

Good communication skills.

A commitment to equal opportunities.

Maintains high professional standards.

Enjoy working alongside young people and adults.

Be supportive of the aims and ethos of Minsthorpe Community College.