



# The Friary School

Eastern Avenue, Lichfield,  
Staffordshire, WS13 7EW

Administrative Assistant

Application Pack

The Friary School

Eastern Avenue  
Lichfield  
Staffs  
WS13 7EW

## ADMINISTRATIVE ASSISTANT

**Salary:** Grade 3 SCP 4 FTE £24,404 (Full Time Equivalent), Pro Rata Annual Salary £12,822

**Hours of work:** 22.5 Hours per week, Monday - Friday 9:30am to 2:00pm

(Open to discussions around start & finish times)

**Contract:** Term Time (39 weeks per year), Permanent

**Responsible to:** Office Manager & School Manager

**Start Date:** As soon as possible.

The Friary School is part of the Primitas Learning Partnership is a popular and respected Lichfield secondary school which caters for well over a thousand local students and amongst the most over-subscribed school in South Staffordshire.

The school was judged 'good' by OFSTED (November 2017) and performs strongly in the national Performance Tables. Indeed, the OFSTED Report was glowing in terms of celebrating extensive changes to school practice and flagged up "a culture of high aspiration" alongside "abundant energy and enthusiasm" and celebrated that we were a "rapidly improving school" which has an "unwavering commitment to helping all pupils achieve highly".

Even so, the school is far from settled on 'good' and has put an action plan in place designed to propel the school to the 'outstanding' benchmark and keep it there. This emphasis is not on simply ticking off an OFSTED badge but more importantly delivering an excellent education for the families of Lichfield and the surrounding area.

We are seeking to appoint an administrative assistant who is genuinely passionate about supporting our school community and helping our students thrive. The successful candidate will be a collaborative team player with a strong commitment to delivering excellent administrative support. They will take pride in their work, contribute positively to the smooth running of the school office, and ensure that communication and organisation are of the highest standard.

Primitas Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As such this post is subject to a satisfactory Enhanced DBS check and references.

You will also be required to provide proof of eligibility to work in the UK, evidence of your qualifications and suitable references.

**CLOSING DATE:** Monday 29<sup>th</sup> September 2025 at 12 noon.

To apply for the post, please complete the application form, equality and monitoring form and return to Mrs Lisa Pratt either by post or email [applications@friaryschool.co.uk](mailto:applications@friaryschool.co.uk) by Monday 29<sup>th</sup> September 2025 at 12 noon.

CVs will not be accepted. For further information regarding our school and Primitas Learning Partnership, please visit our website at: <https://friaryschool.co.uk/vacancies/> & [www.primitas.co.uk](http://www.primitas.co.uk)

*Primitas Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a 'disclosure' check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)*



## **Application Process and Guidance notes on our pre-employment checks**

### **Application process**

Application is by the completion of the Primitas Learning Partnership application form, please note that CVs are not accepted.

Within the appropriate sections on the form please provide evidence of your experiences, skills and qualifications as described on the person specification for the post.

Shortlisting will be based only on the information provided in your application form and any accompanying letter.

Please keep free any interview date given as it is not normally possible to re-arrange this date.

On your application form ensure that all gaps in employment and education history are fully explained, you may be asked to explain these gaps further during the recruitment process. The school may choose to follow this up by seeking additional references to cover the duration of the gap in employment.

If you have completed your application form electronically you will be asked to sign a copy of your application form if you are shortlisted for interview.

Please ensure you complete all sections of the application form and return it with the separate Equality and Diversity Monitoring Form. This allows us to monitor our recruitment campaigns and ensure they are attractive to all sectors of the community.

Applications should be returned to school c/o HR and can be returned to the school address or by emailing [applications@friaryschool.co.uk](mailto:applications@friaryschool.co.uk). Late applications will not be accepted.

If we haven't contacted you within 14 days of the closing date you can assume that your application has been unsuccessful on this occasion.

Applications are welcomed from all sectors of the community.

### **Shortlisted candidates**

Shortlisted candidates will be notified as soon after the shortlisting date as practicable. The following pre-employment checks will be undertaken prior to interview.

### **References**

In the majority of circumstances references will be sought ahead of the interview process, this allows the opportunity to clarify or explore further any issues identified in the reference. Please provide the name, position, email address, postal address and telephone number of two people who can provide you with a professional reference. Your first reference must be from your current employer, if this is within a school it is our policy to approach the Headteacher for these. Please also advise them that you have given their name and that they may be approached to provide a timely reference. For all references ensure you detail the capacity in which they are known to you and if they will be providing an employment or character reference.

Any references supplied directly from you, or open references will not be accepted.

References will be verified to ensure they have come from a senior person with appropriate authority to complete the reference. The email address will also be verified to ensure it is a legitimate source, personal email addresses will not be accepted.

If you are not currently in employment it will be expected that a referee from the most recent employer (prior to the period of unemployment) will be supplied. If you have never been employed, you can seek support from the recruiting manager to identify appropriate referees.

Character references may be accepted in exceptional circumstances and where an employment reference cannot be supplied, character references cannot be supplied by a family member or a friend, a character reference must be someone who knows you and they hold a position of responsibility for example a religious leader or accountant. If you are coming straight from education your most recent tutor/lecturer will be the preferred referee.

The school reserves the right to request further references to satisfy the pre-employment checking process.

Any significant concerns with the content of the references will be discussed with you and could lead to the conditional offer of employment being withdrawn.

### **Online Check**

Keeping Children Safe in Education outlines the requirement for an online check to be carried out on shortlisted applicants, this check will be carried out prior to interview and any findings will be fed back to the interview panel to enable them to explore the findings at interview.

All school employees are accountable for ensuring that any online presence is appropriate, this requirement is outlined in Primitas Learning Partnership and the school's code of conduct.

### **Criminal records self-declaration**

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Applicants will be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate will then be asked to physically sign a hard copy of the application at point of interview.

The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

### **Safeguarding and our Safer Recruitment Practices**

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. The school follows the standards of 'Keeping Children Safe in Education' and safer recruitment practices when recruiting colleagues. We expect all employees to share this commitment and to undergo appropriate pre-employment checks. As a result of this all offers of employment are conditional and will be subject to the satisfactory completion of the following:

- Identification (ID) check
- Qualification check (where required)
- Barred list check (where in regulated activity)
- Enhanced DBS check
- Right to work in the UK check
- Overseas check (where required)
- Two satisfactory references
- Occupational health check
- Exploration of gaps in employment
- Section 128 check (where required)

The school reserves the right to withdraw an offer of employment at any stage if the criteria relating to the conditional offer is not satisfactorily met. If a decision to withdraw an offer is made the candidate will be informed of the decision and the reason for doing so.

### **Identification check**

Successful candidates will be asked to supply ID documentation. The most common forms of this documentation are Birth certificate, Passport and photo Driving license, this will serve to verify you are, who you claim to be and it will support some of the other pre-employment checks such as the Enhanced DBS check, Barred List check (where required) and the Right to work in the UK check.

Where you have had a name change you may be asked to evidence the name change through an appropriate ID document e.g. marriage certificate.

### **Qualification check**

Successful candidates will be asked to supply evidence (awarding body certificate) of the essential qualifications for the role, these will appear in the job description & person specification for the role.

Where professional registrations are an essential part of the role these will also require evidence.

The Teaching Regulation Agency (TRA) employer access service can be used to verify the award of qualified teacher status (QTS) and the completion of teacher induction and probation.

If you are unable to show evidence of your qualification this should be discussed with the recruiting manager. You may need to give consideration to getting copies of your qualification certificate in order to fulfil the pre-employment check requirements. In some circumstances where a solution cannot be identified this could lead to the conditional offer being withdrawn.

### **Barred list check**

Where the role is defined as being in regulated activity a children's barred list check will be carried out, in most cases this will be carried out at the same time as the Enhanced DBS check and the result of the barred list check will be verified on the DBS certificate.

In some circumstances, the children's barred list check can be carried out separately to the Enhanced DBS check, if this needs to be done school will have a discussion with you and share the outcome of the check once it has been carried out.

The definitions of regulated activity and the requirements for the check can be found in section 3 of Keeping Children Safe in Education.

If the barred list check reveals you are barred from working with children this will lead to the conditional offer of employment being withdrawn and a referral being made to the DBS to share you as a barred individual having sought to gain employment working with children.

### **Enhanced DBS check**

Where the role is defined as having regular contact with children there will be a requirement for an Enhanced DBS check, you will be provided with guidance and the link to apply for the Enhanced DBS check.

The Enhanced DBS check can only be countersigned once the ID check has been carried out. You will be the only person to receive a copy of the DBS certificate, once this is received you should take the original into school so the certificate can be verified by the recruiting manager.

The process of obtaining a DBS disclosure certificate can take between 1 day and 6 weeks, in some circumstances this can be longer. There may be exceptional circumstances where you may start work prior to the outcome of the DBS disclosure is known, however, this will be risk assessed and there are mandatory requirements for a stand alone children's barred list check to be completed.

If there is a disclosure of information on the certificate then an appropriate manager will risk assess the information and will share the outcome of the process with you. The risk assessment could identify specific measures if you are suitable to be employed such as additional training, however, in some circumstances the risk assessment could identify that the information shared means you are unsuitable and the offer of employment will be withdrawn.

### **Right to work in the UK check**

All successful applicants will be required to evidence their right to work in the UK, this can be carried out as a manual or online check dependent on the way you are evidencing your right to work in the UK.

If a manual check is being performed you will be requested to show original ID evidence which will be verified, copied, signed off and retained on your file.

You can find more information about the evidence you can use to demonstrate your right to work in the UK as a manual check from <https://www.gov.uk/government/publications/right-to-work-checklist>

If an online check is being performed you will need to provide the trust with a share code from the .gov portal which is required for the online check to be performed, confirmation of the check will be downloaded and then retained on your file.

Any concerns with the right to work in the UK check should be discussed with the recruiting manager. Where you cannot demonstrate your right to work in the UK the offer of employment may be withdrawn.

#### **Overseas check**

Applicants who have lived and/or worked outside of the UK for more than 3 months should share this with the recruiting manager, the trust may be required to carry out additional checks for the time you had been living and/or working outside of the UK.

If this is the case the recruiting manager will share with you the additional checks they are required to carry out, this can include asking you to seek a certificate of good standing from the countries you have lived and/or worked in.

#### **Occupational health – Pre-employment assessment**

The occupational health – pre-employment assessment assesses your health to ensure you are 'fit' to take up the role, this check will be carried out by any independent occupational health provider and will review your ability to carry out the expectations of the role. The outcome of the assessment will be shared in a clearance confirmation which will confirm if you are 'fit' to carry out the role or not.

If an occupational health professional makes the decision you are 'unfit' for the role this will be shared with you and the offer of employment may be withdrawn.

#### **Section 128 check**

Section 128 directions prohibit or restrict individuals from having involvement in the management of an independent school including academies.

Applicants applying for a position which has leadership/management responsibilities will have this prohibition checked on the Teacher Regulations Agency employer service portal. This includes support staff roles with leadership/management responsibilities.

If you have a section 128 direction in place, and the role you have been offered involves leadership/management responsibilities, you will be informed of the outcome and the offer of employment will be withdrawn.

If you have a query regarding the pre-employment checks required or when these will be carried out, please contact the recruiting manager for the post.

**Thank you for your interest in this vacancy.**