



The Sovereign Trust Candidate Application Pack

Receptionist/Administrative Assistant Chatsworth High School and Community College

Chatsworth High School and Community College are looking to appoint a Receptionist/Administrative Assistant to join the team.

The full job description and person specification can be found at the end of this pack.

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The Sovereign Trust



We are a family of schools and colleges who believe that by learning and growing together we can inspire children to achieve their highest personal achievements at the same time as enjoying individualised, innovative and creative teaching and learning.

We create environments in our academies that nurture, encourage exploration, celebrate creativity and forge a love of learning. The Sovereign Trust was established in 2016 with the aim of providing exceptional opportunities for learning for a family of special academies across the region.

We started with 2 special schools in Trafford; we now have 6 academies which includes one in the Salford area. Our academies cater for pupils from the age of 2 to 25. Most of the pupils have an Education, Health and Care Plan and may have a diagnosis of Autism, Down syndrome, Physical or Medical needs, Learning difficulties or Social, Emotional and Mental Health issues.

To offer this type of education, we invest heavily in the people who work in our academies. Great academies have great leaders and great staff. Our team has leaders who have proven track records of taking under-performing schools to Outstanding, and once there, maintaining that level of excellence.

This is an exciting time to be part of The Sovereign Trust family, and we are proud to work with such exceptional professionals to deliver on our promise of exceptional opportunities for learning to every child in our care.

Our aims and aspirations are ambitious, as they should be; our children deserve no less. I hope that you will find all the information you need about us on our website <https://www.thesovereigntrust.uk/>

Chatsworth High School and Community College



Chatsworth High School and Community College are part of The Sovereign Trust. We serve pupils with a broad arrange of talents and

strengths who are aged between 11 and 19 years. All of our pupils have an EHCP which describes their learning difficulties which include severe learning difficulties, profound and multiple learning difficulties and autism. Our school is based across three sites to accommodate the increasing numbers of pupils who are joining us.

We pride ourselves on being a welcoming and inclusive school community working closely with parents and carers, health professionals and local authority officers to secure the best possible outcomes for our pupils. We are open to constructive dialogue as we seek to improve our practice every day in order to provide the highest quality education we can for our pupils. We are interested in how we can learn more about how our pupils learn and encourage collaboration with others as a way of achieving this.



‘Creating the right life opportunities for every pupil, student and learner through the best quality specialist education and care.’

Job Advert: Receptionist/Administrative Assistant

Key Information

Role:	Receptionist/Administrative Assistant
Salary:	Band 3, SCP 6-11, £25,989.00 - £28,141.00 (pro rata for term time only)
Employer:	The Sovereign Trust
Location:	Chatsworth High School and Community College, Off Vicarage Road, Partington Lane, Swinton, M27 0WA
Start Date:	ASAP
Working Pattern:	36 hours per week, Monday-Friday, Term Time only + 5 training days.
Contract Type:	Fixed Term Contract until 31 st August 2027
Pension:	Local government pension scheme including a generous employer contribution. Please take a look at the website: https://www.gmpf.org.uk/ .
Benefits:	Salary sacrifice schemes for purchasing bikes used for travel to work, through monthly interest free salary deductions. Employee Assistance Programme provides access to a range of wellbeing services.

An opportunity has arisen for an experienced Administration Assistant/Receptionist to join our hard-working, successful, and forward-thinking team.

The role will be primarily reception-based, supporting the shared site of Chatsworth High School and Community College and Chatsworth Futures Specialist College, acting as a key point of contact for both settings.

Part of the Sovereign Trust, Chatsworth High School and Community College is an Outstanding special school for pupils aged 11 – 19 years located in Eccles, which serves children and young people with severe learning difficulties, profound and multiple learning difficulties and autism, who live in the area.

The ideal candidate will have excellent people skills and provide a professional and friendly service to staff, pupils, parents and visitors with in the school.

We can offer the successful candidate:

- A welcoming and inclusive school community
- Children who make excellent progress and love coming to school
- A staff team who are deeply committed to our pupils
- Bespoke continuous professional development for staff

We are strongly committed to offering our children an excellent education in partnership with their families and local communities. If you are flexible, energetic, enthusiastic and passionate about supporting young people with additional needs to be the best they can be, we would like to hear from you.

We encourage you to view our website for greater insight into our school:
<https://www.chatsworthacademy.co.uk/>

The successful applicant will:

- Be motivated by our core values
- Have a passion for supporting our children
- Have a good understanding of SEND together with the learning needs of children
- Have high expectations and the ability to ensure good learning and progress for all children
- Have a strong commitment to teamwork

Job Description and Person Specification

Receptionist/Administrative Assistant Chatsworth High and Community College

Job Description

Position Summary

The post holder will have responsibility for the Reception area, providing a professional front of house service to visitors, staff, and pupils. Responsibility for ensuring visitors are admitted in accordance with the safeguarding protocols is a key feature of this role.

Key Responsibilities

- To be responsible for the reception area, ensuring a professional ethos is presented to visitors, staff and students at all times.
- To ensure that the reception area is clean, tidy and free from congestion.
- To deal politely and efficiently with all telephone calls and visitors following established procedures.
- To receive visitors to the school via the main entrance.
- To escort pupils arriving late to class.
- To maintain the school entry system 'Inventry' and a list of fobs issued to regular staff.
- To record pupils arriving on Local Authority transport buses (daily) and deal with any transport issues.
- To complete attendance on Arbor.
- To ensure Fire Marshal information is sent out daily and undertake training to become a Fire Marshal.
- To receive, open and distribute all incoming/outgoing posts and deliveries.
- Ensure that communication within the school is robust and timely, sharing information as appropriate with the correct school staff.
- To maintain a log of pupils who arrive late or leave the premises during school hours.
- To maintain and update pupil information on the database in the Academy.
- To assist and support SLT and the administration team with typing, photocopying, scanning and general administrative duties.
- To maintain the Reception Welcome/Information screen.
- To assist with managing the Schools' website and to assist with promotional material when required.
- To provide pupil dinner numbers and daily staff lunch orders to the school catering team.
- Monitor Admin and Hub email accounts.
- To undertake and distribute Minutes of the weekly whole school meeting
- To raise and distribute stationery, general office, cleaning and general curriculum orders
- To complete the administration of EHCP reviews, issuing letters and reports.
- To maintain the school's Single Central Record with up to date DBS checks for any new agency staff and contractors which may be accessing the building.
- To work alongside the DSL and Headteacher to ensure the SCR is kept up to date

MIS

- Assist with distributing data collection sheets to parents for checking.
- Assist with creating new starter packs as required.
- Annually update and maintain the photo permission list.
- Annually update and maintain Pupil Dietary Requirements List.
- To arrange pupil photo sessions with school photographer.
- Act as a point of contact for uniform orders.

School Dinners

- Collate dinner lists from classes to submit to kitchen staff.
- Arranging packed lunches from the kitchen for school trips.
- Update attendance on Parent Pay (daily).
- Produce letters for parents who request details of half-termly amounts due.
- To undertake weekly checks of dinner money balances and to chase arrears.

Other Responsibilities

- Be aware and comply with 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.
- 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 Headteacher.

Safeguarding

The Sovereign Trust is fully committed to safeguarding and promoting the welfare of children and young people. All postholders are subject to a comprehensive vetting process, including an enhanced Disclosure and Barring Service (DBS) check, teacher prohibition checks, and the receipt of satisfactory references covering the previous two years of employment.

Person Specification

Requirements	Essential	Desirable	Application	Interview	References
Qualifications	<ul style="list-style-type: none"> • Good standard of education NVQ 2 or equivalent qualification or experience in relevant discipline • Good numeracy/literacy skills • First Aid at Work Certificate 	<ul style="list-style-type: none"> • Any additional training attended 	✓	✓	
Experience	<ul style="list-style-type: none"> • Experience of working in an office environment. • Experience in operating computer and manual administrative systems. • Be aware of and ensure Equal Opportunities for all • Be aware and maintain a high level of confidentiality 	<ul style="list-style-type: none"> • Working within a school setting • Working with pupils with complex SEND needs 	✓	✓	✓
Skills	<ul style="list-style-type: none"> • The ability to work as a team member. • Good communicator. • Computer literate with good knowledge of Excel and Word for production of spreadsheets and correspondence. • Excellent verbal and written communication skills for dealing with enquiries from pupils, parents, relatives, teachers, governors and LA staff • Diplomacy and tact to be able to deal with the above when required • Ability to work on own and prioritise work • Excellent organisational skills 		✓	✓	✓
Qualities	<ul style="list-style-type: none"> • Ability to relate well to children and adults. 			✓	✓

	<ul style="list-style-type: none">• Ability to work under pressure and meet deadlines• Prepared to contribute to the school community positively• Ability to be able to multi-task in a fast-paced environment				
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How to apply

Are we the right school for you?

If you wish to be considered for this vacancy, you should complete the attached application form. Please note that only applications on the Trust's application form will be considered. Candidates who submit a CV will not be short-listed. **Completed applications are to be returned to hr@thesovereigntrust.uk to arrive by 9:00am on Monday 1st June 2026.**

Closing date for receipt of applications:	Monday 1 st June 2026 by 9:00am
Interviews for successful candidates will be held at Chatsworth High School and Community College - Swinton Site:	Wednesday 10 th June 2026

Keeping Children Safe in Education

The Sovereign Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working for the Trust to share this commitment.

An online search will be carried out and a Childcare Declaration form will be required from shortlisted candidates.

This post is subject to a satisfactory two-year reference history, which we will endeavour to seek prior to interview, Disclosure & Barring Service (DBS) check (previously CRB), medical clearance, and proof of legal working in accordance with the Asylum and Immigration Act 1996.

A copy of our Safeguarding and Child Protection Policy can be found on our website by following this link <https://www.thesovereigntrust.uk/policies-1/> .