

St Mary's CE Primary School



Admin Assistant

Term time only (including TD days)

This is a permanent contract.

Salary:	£25989 - £26824 pro rata
Contract:	30 hours per week, Monday to Friday, 8am to 2:30pm (30 mins lunch)
Start Date:	As soon as possible, subject to safeguarding checks
Line management:	Directly responsible to School Business Manager
Closing Date:	3 rd November 2025
Interview Date:	7 th November 2025

Overview:

To provide administrative support to the School Business Manager, being responsible for purchase ordering, personnel, attendance and admissions and overseeing the policy review system on behalf of the governing body.

Main Duties and Responsibilities

- Purchase ordering: ensuring appropriate authorisation of all orders, raising orders on the school's FMS ledger system, liaising with providers regarding prices and deliveries, keeping accurate records of credit card expenditure, collating invoices with supporting paperwork and passing them for processing, administration of the annual residential trip.
- Attendance: checking registers and investigating absences, processing holiday requests, reporting to Headteacher, liaising with external bodies, attending and minuting meetings, completing documentation for exclusions and absence fines.
- Admissions and Leavers: Taking initial enquiries, liaising with the Admissions team at Wiltshire Council, updating records, transferring records to other schools, processing new intake in September and July leavers.
- HR: supporting the recruitment of new staff including DBS checking, maintaining staff records, monitoring staff attendance, submission of monthly payroll return within deadline and checking monthly payroll report, raising anomalies with the School Business Manager.
- Policies: manage the regular review of school policies, liaising with appropriate staff and members of the governing body, preparing ratified documents for publishing and updating the school website as necessary.
- Research and apply for grants, in consultation with other staff.
- Processing data in accordance with General Data Protection Regulation, 2018.

- To be aware at all times of the need to safeguard children and follow school policies accordingly.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Admin Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher and/or the School Business Manager.

If you are interested in applying for this position, please contact admin@st-marys-purton.wilts.sch.uk for an application form.

CVs will not be accepted.

At St Mary's School we are committed to safeguarding and have a culture of vigilance in all aspects of safeguarding and child protection.

In accordance with Section 237 of Keeping Children Safe in Education, September 2025, this role meets the definition of Regulated Activity and an enhanced DBS check with children's barred list information will be undertaken prior to commencement of employment.

This check provides information about convictions, cautions, reprimands, and warnings held on the Police National Computer (PNC), plus additional information held by police such as interviews and allegations and an additional check about whether the candidate appears on the children's barred list. Additional information will only be disclosed where a chief police officer reasonably believes it to be relevant and considers that it ought to be disclosed.

SECTION 11 Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website:

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

Shortlisted candidates will be required to complete a criminal convictions self-declaration where you will be asked to provide details of all unspent convictions and those that would not be filtered. You will be asked to return the completed form to the school prior to your interview. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Person Specification

Criteria	Essential	Desirable	Assessment method
Qualifications	<ul style="list-style-type: none"> • GCSE passes in English and Mathematics 	<ul style="list-style-type: none"> • Other school-related qualifications or training, e.g. safeguarding 	<ul style="list-style-type: none"> • Certificates
Skills and knowledge	<ul style="list-style-type: none"> • Excellent attention to detail • Effective communication and interpersonal skills • Ability to build effective working relationships with staff and other stakeholders • Understanding of data protection and confidentiality 		<ul style="list-style-type: none"> • References • Interview • Application Form
Experience	<ul style="list-style-type: none"> • Experience of working in an administrative role • Previous use of MS Word and Excel 	<ul style="list-style-type: none"> • Experience of working in a school • Experience using SIMS, FMS and ParentPay • Working with children or young people • Working to strict and often conflicting deadlines • Experience of MS Forms and Teams 	<ul style="list-style-type: none"> • Interview • Application Form

<p>Other requirements</p>			
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Person Specification document courtesy of The Key for School Leaders