



Communicating Love; Inspiring our Community to Flourish



Candidate Information Pack

Admin Officer SCP 7 -10; Up to £21,011 - £22,395 Actual (£26,403-£28,142 FTE)
Up to 35 hours p/w Term Time Only plus Teacher Training days (39 weeks)
St Gabriel's CofE Academy
Houlton
CV23 1AN



Letter from the Executive Headteacher

Dear Applicant,

Thank you for expressing an interest in the post of Admin Officer here at St Gabriel's Church of England Academy. This is a role which combines front-of-house responsibilities, working with staff, parents, pupils and visitors on arrival at the school with school administration, organisation and communication. We are pleased to be able to offer this role flexibly up to 35 hours a week, or as a job-share for the right person to join our fantastic team and support the school in delivering its mission.

St Gabriel's is a two-form-of-entry Primary school in the developing area of Rugby known as Houlton. Our school building is an amazing space with wonderful opportunities for children to learn in great facilities. As a school, we are committed to inspiring, challenging and supporting the children in our care to fulfil their potential, making them feel valued, loved and able to flourish. Their needs are at the heart of all our decision-making and, as a Church of England School, our inclusive Christian ethos is at the centre of what we do as we aim to work for the common good of everyone.

We are looking for a professional who shares these values and would like to join a team committed to learning and growing personally and professionally.

We can offer you:

- The chance to work with a wonderful skilled and highly collaborative team to affect the school community positively.
- Flexible working opportunities.
- 13 weeks break from work each year.
- Training and career progression opportunities.
- Discounted childcare.

I hope this information pack will capture your interest as you carefully consider the opportunity. If you feel inspired by the challenge, I would love to hear from you.

Andy Taylor
Executive Headteacher



Ethos

At St Gabriel's CofE Academy everything we do is underpinned by our loving, distinctive and inclusive Christian ethos. We want the best for our children; with love as our core value and primary motivation we ensure every decision and every action we take is with the best-interests of the child at the forefront of our thinking. We communicate God's love and hope for the future to the children in our care and the community we serve by providing the best possible educational experiences and support for children and families. Experiences which are deeply affecting, inspiring confidence and fully equipping our children for their future, enabling them to flourish and fulfil their potential. We recognise each child is gifted with unique skills, talents and interests and place an equal emphasis on developing the whole child in every way:

Academically – encourage excellence, striving to make great progress

Physically – grow healthily with increasing skill and respect for our bodies

Mentally – secure a healthy, joyful, mature outlook, building resilience

Spiritually – develop an appreciation of beliefs, their impact and influence on our lives

Morally – mature in an understanding of behaviour, law and ethics

Socially – build and maintain healthy relationships as a collaborative community

Culturally – identify the responsibilities and opportunities presented in our society



Our Vision Statement

At St Gabriel's CofE Academy, our vision is that we are always:

Communicating Love; Inspiring our Community to Flourish

Love one another as I have loved you - John^{13:34}

Job Description – Admin Officer



Immediately responsible to:

The Admin Officer is managed by and is directly accountable to the Trust Business Manager and Office Manager. At all times the Admin Officer will operate within Trust policies and procedures.

Purpose of the Job:

The core purpose is to provide administrative support and direction for the school as delegated by the Trust Business Manager and Office Manager. The Admin Officer will take responsibility for managing their day-to-day administrative tasks such as record keeping, parent communication and diary management. The Admin Officer will support the office team in liaising with visitors, answering the telephone and dealing with enquiries in a professional manner. In addition, the Admin Officer actively works to safeguard our pupils, promoting their welfare and upholding the school's values and ethos.

Duties and Responsibilities

Administration

- Provide administrative support to school staff.
- First point of contact for parent/carers queries.
- Input of pupil information onto School Management Information systems.
- Maintain parent payment systems.
- Organising and management for school trip bookings and correspondence.
- Support administrative aspects of pupil induction, liaising with families and outside agencies.
- Manage induction processes for parents in Nursery and Wrap Around from initial enquiries to ongoing use of the services.
- Manage Nursery and Wrap Around bookings via management software.
- Manage Nursery and Wrap Around inbox communicating directly with current and prospective parents/carers.
- Support school website and social media administration.

School Office and Reception:

- Ensure the school office and reception area is welcoming and tidy.
- Receive visitors and deliveries/goods, dealing with associated administration and ensure their processing and accurate distribution.
- Answer telephone calls, take and distribute messages and deal with enquiries in a professional manner.
- Receive and respond to email and app communications, distributing where required and answering queries.
- Be a first point of contact for pupils requiring help/support and refer them to other appropriate staff in the school.
- Undertake routine clerical duties as required e.g. photocopying, filing, email, completing forms.

Clerical support:

- Be proficient in Office ICT functions to include Outlook, Word and Excel with capacity to learn other school software systems.
- Place orders for supplies in line with procurement procedures at the school.

Other:

- Establish and maintain effective working relationships with colleagues.
- Maintain high professional standards of attendance, punctuality, appearance and conduct at all times.
- Other general office administration duties as requested by the Headteacher, Office Manager or Trust Business Manager.
- To undertake any other professional duties, or training, reasonably delegated by the Head Teacher, which are within the scope of this post and in line with the changing needs of the school.
- Act as an ambassador, promoting the ethos, aims and provision at St Gabriel's CofE Academy.
- Take proactive action to safeguard pupils, promoting their welfare including the administration of first aid if required.

This job description is subject to annual review. It may be amended at the request of the Headteacher or post holder after full consultation.

Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how you meet the requirements of the person specification. You should refer to these requirements when completing your application.



Education and training		Essential	Desirable	Measured by:
	GCSE Maths and English at grade A-C, 4-9 or equivalent	✓		Application
	Current first-aid certificate		✓	
	Evidence of further professional development	✓		
Relevant Experience				
	Working in a school environment		✓	Application and interview
	Roles involving multi-tasking, prioritising, working under pressure and to deadlines	✓		
	Working in an office environment	✓		
	Working with sensitive or confidential information	✓		
Knowledge and Skills				
	Excellent organisation	✓		Application and interview
	Excellent oral and written communication	✓		
	Working knowledge of MIS systems e.g. Arbor		✓	
	Excellent interpersonal skills with adults and children	✓		
Personal Qualities				
	Positive and flexible	✓		Application and interview
	Ability to work independently and demonstrate initiative	✓		
	Seeks solutions to problems	✓		
	Demonstrates good judgement and calmness under pressure	✓		

Additional				
	Evidence of an appreciation of establishing and developing positive relationships with parents and the local community	✓		Application and interview
	Demonstrates an understanding that at all times the best interests of the children must be promoted	✓		
	Commitment to upholding and promoting the school's ethos and values	✓		
	An understanding of and proactive commitment to promoting equal opportunities for all	✓		
	Excellent attendance record	✓		
Safeguarding				
	Appreciates the significance of child protection and safeguarding for all individual children and young people whatever their life circumstances.	✓		Application, interview and references
	Can demonstrate a working knowledge of and commitment to establishing a culture of safeguarding for the whole school community.	✓		

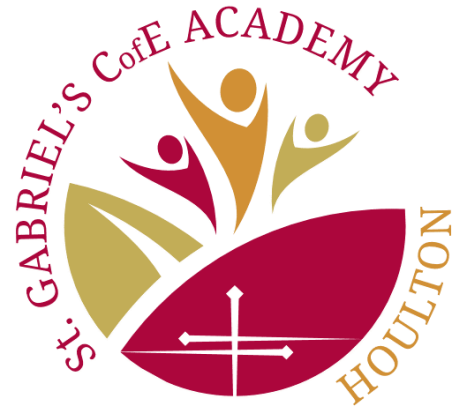
*St Gabriel's CofE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an Enhanced DBS check, two satisfactory references and a Disclosure of Criminal Record and Disqualification Declaration. Pre-employment checks of successful applicants will include an online search. **The post holder will be required to take responsibility for and uphold a culture of safeguarding within the school community.***

Application Information

Thank you for taking an interest in this post.

Candidates are most welcome to visit the school.

Please contact hwilmot@stgabrielscofeacademy.org to arrange.



Please note the closing date for applications is 12:00pm on 9th

March 2026

Interviews provisionally 12th March 2026

Contact Details

Completed applications and supporting documents should be sent via email to:

hwilmot@stgabrielscofeacademy.org

or posted to:

Mr Andrew Taylor, Executive Headteacher, St Gabriel's C of E Academy, Houlton, Rugby, CV23 1AN

If you do not receive acknowledgement of an electronic application then please phone

01788 222405

Please contact us if you require a printed or enlarged application pack.

St Gabriel's Church of England Academy

Houlton

Rugby

Warwickshire