



Administration Assistant

Clifton with Rawcliffe Primary School

Closing date: Monday 4th May 2026

Interview date: Friday 8th May 2026



Clifton with Rawcliffe are seeking to recruit an enthusiastic, energetic and committed Admin Assistant who is friendly and approachable. The successful candidate will undertake a range of duties including:

- Providing face to face reception services for parents and visitors
- Answering the telephone
- Updating of electronic pupil records
- Production and dissemination of correspondence
- Update and reconciliation of records on the electronic school management systems

We are looking to appoint a candidate with strong interpersonal skills and the experience of working in a busy environment with minimal supervision.

There will be extensive use of PC based programs so a good working knowledge of Microsoft office/Google products and experience of managing pupil data systems would be an advantage as would previous experience of working within a school/similar setting.

The successful candidate will join an enthusiastic and creative team in this happy and forward-thinking three form entry primary school in the outskirts of the historic City of York.

School

Clifton with Rawcliffe Primary School

Job Title

Administration Assistant

Reports to

Head of Business & Operations

Grade

Grade 4 L1-4 : £25,878 to £26,319 reduced pro rata

Additional Information

Monday to Friday, term time only
36.25 hours per week
8.15am—4pm (30 min lunch)

Completed application forms should be post-ed or emailed to:

Headteacher
Clifton with Rawcliffe Primary School
Eastholme Drive,
Rawcliffe
York
YO30 5TA

admin@cwr.pmat.academy



Clifton with Rawcliffe Primary School

Clifton with Rawcliffe Primary School is a special place. With a modern building created from a vision for teaching and learning that prepares children for the demands of life in the 21st Century, the children thrive and develop knowledge and skills that they need for the rest of their learning and working lives.

This is a happy school, where staff and children learn together in a calm and creative environment that focuses on the development of the basic skills. Children learn to work with confidence and independence in open plan learning areas that offer creative and flexible approaches to teaching across the whole curriculum.

The school offers a full range of outdoor and indoor learning facilities in state of the art buildings and grounds. We have a creative and cross-curricular approach which makes sure every day all children are active learners. We believe this is the way they learn best. We seek to foster a positive growth mindset attitude and all our work is underpinned by our core values of respect, responsibility, friendship, resilience and independence.

Children at Clifton with Rawcliffe become articulate and independent young people who make a positive contribution to the local community and move on to continue this at secondary school. We value the partnership with families and the local community and will ensure every child is safe, happy and enjoys their learning at Clifton with Rawcliffe.

***“Preparing children for
a successful future”***





Pathfinder

Multi Academy Trust

About our Trust

Providing an excellent education from age 2 to 19



Setting the course



Leading the way



Serving and inspiring

Formed in August 2016, Pathfinder is a successful, well-established Multi Academy Trust serving more than 6,800 children and their families across York and North Yorkshire.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high quality teaching

and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our students. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.

Pathfinder schools



Archbishop Holgate's School
A Church of England Academy Founded 1546



Applefields School
York



Badger Hill
PRIMARY SCHOOL



Barlow CE Primary School
Part of the White Rose Federation - One family, branching out together



Burton Salmon CP School
Part of the White Rose Federation - One family, branching out together



Chapel Haddlesey CE School
Part of the White Rose Federation - One family, branching out together



Clifton with Rawcliffe



Hempland
Primary School



Heworth
Church of England Primary School



Huntington
PRIMARY ACADEMY



Malton School
A Specialist Science School



New Earswick
Primary School



Poppleton Road
Primary School



Rufforth
Primary School
Inspire · Care · Grow



St Barnabas
CHURCH OF ENGLAND PRIMARY SCHOOL



St Lawrence's
CHURCH OF ENGLAND PRIMARY SCHOOL



Tang Hall
Primary School



Welburn
COMMUNITY PRIMARY SCHOOL



Job Description

Main purpose of this role

The school admin assistant is the ambassador for the school when meeting parents and other visitors and to act as a first point of reference when people arrive. To provide efficient and effective administrative support to the Headteacher, Head of Business & Operations and other staff. Contribute to the overall ethos/work/aims of the school and meeting the needs of our children.

Core responsibilities, tasks and duties

Customer Focus

- Model excellent professional relationships with children, parents and other professionals in the school.
- Provide an excellent administrative service to all sections of the school community.
- Delivering best customer service.

Reception

- Perform Receptionist duties throughout the school day: acting as first point of reference for, receiving callers, children, parents, visitors and telephone enquiries.
- Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to an appropriate member of staff.

Communication

- Adhere to school procedures and ensure that staff receive messages (telephone, email, face-to-face) promptly and accurately.
- Maintain notice boards, update timetables/rotas, sort and distribute mail.
- Support in preparation and distribution of school newsletter.

Administration

- Provide general administrative service to Headteacher, Deputy Headteacher, Head of Business & Operations and other staff, to include preparing of correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems, provide hospitality as required.
- Support Teaching staff to maintain registers and record absences.
- Admin support for pupil reports and school meals.
- Maintain staff absence records.
- Organise timesheets.
- General support in other areas as required.
- Provide admin support to all staff for school trips / special events.

Finance and Stock Control

- Monitor and track payments for clubs and trips.
- Liaise with parents regarding advance payments and send reminders for arrears according to school policy.
- Order meals daily, organise packed lunch provision for educational visits.
- Checking goods, return unwanted items.
- Raise orders where required ensuring that they are input on to the school's systems.
- Support in maintaining in-house finance systems.

Pupil Welfare

- Provide pupil welfare

Supervision / Management of people

No line management of staff.



Decisions - Discretion and Consequences

- Working within understood school policies, uses some initiative and judgement.
- Makes decisions from an established range of alternatives, e.g. ordering supplies, inputting/ updating information on the system.
- Uses discretion when responding to enquiries so as not to commit any breaches of confidentiality.
- Judgements involving straightforward, job-related facts or situations.
- Can suggest modifications/ variations to practices.
- The administration which the jobholder undertakes has an impact on the internal efficiency of the operations of the department and the service it provides to staff, pupils and/or parents.

Resources

Normal Office Equipment, responsible for the accurate handling and security of small sums of cash and cheques.

Work Environment

Work Demands

The job has a constant predictable workload with routine. Required to work to deadlines.

Physical Demands,

This role is largely office bound but sometimes involves moving around the school premises

Working Conditions

No unpleasant working conditions. Normal office environment

Work Context

There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses

Knowledge and Skills

- Computer literacy, numerate, typing/secretarial skills.
- Understanding of a number of routine administrative work procedures. Ability to provide accurate information.
- Ability to communicate effectively at all levels.
- Understanding of SEN and child protection issues.
- A pro-active record of CPD.

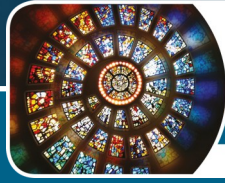


Person Specification

	Essential	Desirable
Qualifications		
GCSE / NVQ2 level qualification to include Maths and English	✓	
Experience		
Previous experience of administrative / reception / front of house work	✓	
Knowledge and Understanding		
Good literacy and numeracy skills, knowledge of Microsoft Word, Excel and Publisher.	✓	
Previous experience of Arbor or other school administration software.		✓
Previous experience of ordering goods		✓
Skills & Abilities		
Excellent Interpersonal / Communication skills	✓	
Excellent telephone manner	✓	
Ability to prioritise workload and meet deadlines	✓	
Able to use initiative	✓	
Able to be flexible and consistent	✓	
Able to act with integrity	✓	
Demonstrate discretion and sensitivity when dealing with issues concerning staff, stakeholders and the wider community	✓	
Accurate, efficient keyboard skills	✓	
Able to maintain an orderly, calm administrative setting that supports the efficient working of the school	✓	
Able to maintain accurate records	✓	
Personal Qualities		
Warm, friendly, approachable personality	✓	
Ability to maintain confidentiality	✓	
Sensitive	✓	
Good sense of humour	✓	



	Essential	Desirable
Other		
Experience of working in an educational environment		✓
Commitment to the inclusive values and ethos underpinning the life of the school	✓	
First aid at work or similar qualification		✓
Understanding of Safeguarding children	✓	
Willingness to undertake CPD activities		✓
Willingness to work with cluster group of schools to share best practice		✓



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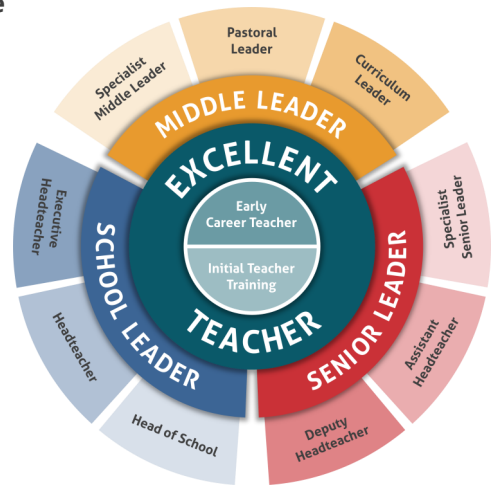
Professional Development

The professional development of our staff is a key commitment of the Trust and we have a career pathways programme to ensure we recruit, develop and retain the very best colleagues.

Teaching Staff

For our teaching staff, we have a career pathways programme which starts with Initial Teacher Training and progresses through to Executive Headteacher. At Pathfinder we:

- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide staff with the highest quality research-proven CPD.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.



Support Staff

Our career pathways programme for support staff aims to ensure that all colleagues are equipped with the necessary skills, qualifications and resources to fulfil their roles to the highest standard. At Pathfinder, our support staff will:

- be confident in fulfilling their role to the highest level.
- have an understanding of how their role fits into the wider organisation.
- act as a source of support, advice and guidance to colleagues.
- identify any training and development needs for themselves and staff they manage.
- be given support and advice to develop their skills to progress to posts at the next level.



Partnering with the National Society for Education, the Pathfinder Leadership Academy has been designed to identify, develop and support colleagues to progress into positions of middle leadership and beyond.



Proudly delivering Initial Teacher Training and Education, Appropriate Body services, the Early Career Framework and National Professional Qualifications across our urban, rural and coastal school communities.



Working in partnership with our urban, rural and coastal school communities to champion, sign-post, design and deliver high-quality professional development across Yorkshire and the Humber.



Pathfinder

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Benefits of Working at Pathfinder

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

Pension Scheme

You are offered membership of either Teachers' Pension Scheme, or for support staff, the Local Government Pension Scheme. As well as employees paying into the scheme (banded, based on earnings) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings).

Local Government Pension Scheme

We contribute an additional 19.9% of your salary.

Teachers' Pension Scheme

We contribute an additional 28.68% of your salary.

Staff Benefits Platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place.

Vivup also provides exclusive benefits through their platform and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.



CSSC Sports and Leisure

Our staff benefits scheme with CSSC gives Pathfinder staff access to over 4,500 benefits, offers and activities including savings at restaurants, cinemas, gyms, theme parks and attractions; up to 70% off shopping with thousands of online and high street retailers and free health and wellbeing portal for courses, classes and content.



TES Magazine Subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.



Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their



worries, the Employee Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Six sessions of in person or telephone counselling
- Access to online Cognitive Behavioural Therapy
- Specialist information on work-life balance
- Financial and legal advice

Able Futures

As a Trust, we are subscribed to Able Futures which provides up to nine months of confidential, no cost advice, guidance and support from mental health professionals to help you cope with work while you manage a mental health condition such as anxiety, depression or stress.



Discounted Bus Travel

As part of the First Bus Commuter Travel Club, Pathfinder employees benefit from discounts on work and leisure travel using First Bus services. The benefits include:



- Savings on discounted monthly bus tickets
- Unlimited bus travel in your chosen zone
- Tickets delivered straight the First Bus app
- Spread the cost of annual travel

Free Will Writing Service

Estate planning and will writing specialists Durham McCarthy



are able to offer Pathfinder employees a free will writing service to help you plan for your future, protecting your family and loved ones.