

ST. PETER'S  
PRIMARY  
SCHOOL



EVERYONE COUNTS

ST PETER'S  
PRIMARY SCHOOL

RECRUITMENT PACK



Proud to be part of the

GREENSHAW  
LEARNING TRUST



St. Peter's Primary School  
Normanton Road South Croydon  
Surrey CR2 7AR

Telephone: 020 8688 5414  
Email: [admin@st-petersprimary.co.uk](mailto:admin@st-petersprimary.co.uk)



Dear candidate

Thank you for your interest in the role of administration officer at St. Peter's Primary School. We are looking for someone to join our friendly office team at the end of October. If you are looking for a busy and rewarding role within a school that will provide fantastic support then this may be the job for you so, please read on!

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

St Peter's Primary School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Teresa Stace: [careers@st-petersprimary.co.uk](mailto:careers@st-petersprimary.co.uk). We welcome visits prior to applications. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Caroline Barriball, Headteacher

## ABOUT OUR SCHOOL

St Peter's is a diverse and inclusive school in the south of the London borough of Croydon. We are a happy and caring school where every child is encouraged to work to achieve their best. Our hard-working and dedicated staff never stop looking for ways to enhance the experiences we offer our children.

With around 420 pupils, we still have a close-knit family feel that nurtures all pupils and families and allows for a sense of belonging. We are a values-based school and our six core values underpin everything that we do:

- *Care*
- *Respect*
- *Empathy*
- *Aspiration*
- *Tolerance*
- *Equality*

Each of our values has a set of sub values and every half term we focus on one of our core values and its sub-values. If you want to find out more about our values based education ethos, please take a look at our school website 'Values' page.

We strive to reach high standards, and this is further embedded through our successful relationships with parents and the local community. Education is best done in partnership between home and school, and we regard parents as an active partner in their children's education and value their interest and support.

In July 2024, we became part of the Greenshaw Learning Trust, a trust which seeks to build a 'family' of like-minded schools that share essential values and a common ethos and vision for education and learning, and collaborate to provide mutual support, share their good practice and learn from each other.

We are passionate about our school and work exceptionally hard to create a unique place of learning for our children. If you would like to find out more, please do not hesitate to contact us.



# TERMS AND CONDITIONS

## CONTRACT

Permanent, term time + 5 days in the school holidays

## SALARY

Salary calculated in line with Grade 4 pay scale, points 8-12 £29,736-31,524 per annum fte (approximate starting salary £25,668.45 per annum pro-rata). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

## HOURS OF WORK

Monday to Friday; 36 hours per week to be worked as follows:  
Monday to Thursday working 8.30-4.30pm and Friday 8.30-4.00pm.

## PLACE OF WORK

St Peter's Primary School, Normanton Road, South Croydon, Surrey CR2 7AR.

## PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

## HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

# JOB DESCRIPTION

<b>Post:</b>	Administration Officer
<b>Responsible to:</b>	Office manager
<b>Responsible for:</b>	n/a

## ROLE OVERVIEW

We are looking for a hard working, enthusiastic, energetic person to join our busy office team to provide all round general administrative support to pupils, staff and parents. The right person will have had relevant experience in a similar role with a proven track record. The successful candidate will be the first point of contact for all pupils, parents, staff and visitors coming into the school so must be articulate and professional with an understanding of the need for discretion and confidentiality at all times.

## DAILY DUTIES AND RESPONSIBILITIES

- Oversee daily pupil attendance and absences (further details below).
- Sign in late pupils.
- Monitor shared email addresses; replying to enquiries where appropriate and passing on information to other staff/SLT where necessary, taking advice where necessary and responding to routine correspondence from parents and external agencies.
- Undertake reception duties, including answering the telephone, dealing with face to face enquiries from visitors, staff and parents.
- Ensure the security of the school by signing in visitors and issuing passes, alerting staff to the arrival of a visitor, monitoring the collection of the visitor, and signing out and collecting the visitor's pass as they leave.
- Alert the DSL to any safeguarding concerns that arise and use our CP system to record any such instances. (training will be provided).
- Assist with pupil first aid duties where required; liaising with parents and staff to follow up any first aid incidents.
- Provide administrative and organisational support to the Headteacher and all other staff as required. Duties to include preparing letters/emails on behalf of staff; photocopying, filing, completing standard forms.
- Sort and distribute all mail and packages ensuring that appropriate action is taken to distribute all items.
- Ensure that the school calendar and parents website calendar are up to date and synchronised.
- Provide support during the implementation of the school's emergency procedures. (Process and print the relevant class registers for teaching staff in the event of an emergency).

## ATTENDANCE

**This will involve administering and implementing the school's Attendance Policy as follows:**

- Ensure that class registers are completed by teaching staff on Bromcom every morning and afternoon in a timely manner; liaising with staff if there are missing registers and following up with parents if children are off school and the office haven't been informed of the reason.
- Monitor the shared email inboxes to keep track of absence reporting by parents daily.
- Ensure that the reason for pupil absences are recorded accurately on Bromcom.
- Act promptly where a pupil absence may indicate a safeguarding issue; ensuring that SLT are fully informed and policy is followed.
- Process requests for absence during term time (e.g., holidays, medical appointments), ensuring correct procedures are followed and records maintained.
- Liaise with St. Peter's SLT, the school's Educational Welfare Officer and central trust staff to follow up on attendance concerns and take appropriate action.
- Run reports on school, year group & class attendance where required.

## ADMISSIONS

- Ensure correct procedures are followed for new starters and leavers, including transfer of CTF files and safeguarding records to a pupils new school and ensuring that these records are received for new pupils starting at St. Peter's..
- Administer pupil admissions, transfers and exclusions.
- Liaise with central trust to ensure our Admissions Criteria are updated when required and follow DfE guidelines.
- Administer the schools waiting list weekly and liaise with the central trust team to offer school places where places are available.
- Manage induction procedures for new children and in year admissions e.g. tours of the school as required.
- Organise and administer secondary school transition and liaise with secondary schools to ensure this process is carried out efficiently.
- Allocate new pupils to Houses on Bromcom.
- Complete and process CME forms to Croydon Council.

## OTHER DUTIES

- Ensure FSM and PP pupils are up to date on Bromcom and communicate any changes to the Office Manager.
- Assist in the organisation of school trips/events in cooperation with other staff if required.
- Contribute to the planning, development and organisation of support systems and procedures in the office.
- Book training courses for staff as directed by the Headteacher.
- Assist with updating the school's website (training will be provided).
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, google).
- Maintain accurate and up-to-date manual and computerised pupil records and, where appropriate, produce lists, information and data for the Headteacher, DfE or central trust staff from this information.
- Analyse and evaluate data/information and produce reports /information /data as required.
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE.
- Provide general advice and guidance to staff, pupils and other outside agencies as required..
- Assist with marketing and promotion of the school.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. Assist in the development of policies if required.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships with staff, pupils, parents and external agencies/professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise your own strengths and areas of expertise and use these to advise and support others.

## STAFF DEVELOPMENT

- To continue personal development in the relevant areas..
- To engage actively in the Performance Management process.

## SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.



- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

# PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
<b>Qualifications, Skills and Experience</b>		
Experience of working in an office environment	x	
Knowledge and experience in using a school MIS system (e.g. Bromcom, SIMs, Arbour)	x	
Maths and English or equivalent (GCSE/O Level pass mark)	x	
Experience in maintaining physical and electronic files, ensuring compliance with legislation	x	
Knowledge of the admissions process		x
Excellent verbal and written skills	x	
Knowledge of current GDPR		x
Knowledge and experience of using google packages		x
A good working knowledge of Word and Excel	x	
Experience of prioritising a heavy workload	x	
<b>Personal Attributes</b>		
Excellent interpersonal and teamwork skills	x	
Excellent communicator – sensitive, compassionate and articulate	x	
Ability to keep calm whilst working in a pressured environment	x	
Outstanding organisational skills to ensure efficient and effective implementation of the role	x	
Ability to work independently and as part of a team	x	
Able to establish good working relationships with a wide range of people - students, colleagues and parents	x	
A willingness to become involved in all aspects of school life	x	
Patience, Flexibility and a good sense of humour	x	
Committed to the safeguarding of children	x	

# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 31st August. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

Interviews will be held in September, date to be confirmed. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

The successful applicant will take up the post on 5th November.



**GREENSHAW**  
LEARNING TRUST



ORU Sutton,  
7 Throwley Way,  
Sutton SM1 4AF



020 3988 0218



[info@greenshawlearningtrust.co.uk](mailto:info@greenshawlearningtrust.co.uk)



[www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk)



**ST. PETER'S  
PRIMARY  
SCHOOL**  
EVERYONE COUNTS



Normanton Road,  
South Croydon,  
Surrey CR2 7AR



020 8688 5414



[admin@st-petersprimary.co.uk](mailto:admin@st-petersprimary.co.uk)



[www.st-petersprimary.co.uk](http://www.st-petersprimary.co.uk)