



**Administrator
CANDIDATE PACK
RUSHTON PRIMARY
SCHOOL**



ABOUT US

Thank you for your interest in Rushton Primary School. We are a small rural school located in the village of Rushton, with 96 children enrolled.

The majority of our students join us from outside the village, including Desborough, Kettering, and Corby. We were graded "Good" in May 2024.

Our school structure includes:

- Reception class
- Mixed-age Year 1/2 class
- Mixed-age Year 3/4 class
- Mixed-age Year 5/6 class


We live by our school values of **courage**, **responsibility**, and **aspiration** every day, through clear expectations and a wide range of opportunities. Our school site is exceptional, featuring an outdoor learning area, an astro-turf pitch, and a large field. We strive to enrich our pupils' educational experiences by welcoming visitors, exploring the local area, and participating in sporting events.

We work hard to maintain a family atmosphere. This is achieved through our routines and house system, which encourages children to mix across year groups. Older children often play with and share books with younger students, fostering a strong sense of community.

Although we are a small school, we provide our children with the same experiences as larger schools, while maintaining a close-knit environment. Every member of staff knows each child personally. We also have a wonderful parent community that volunteers their time to support learning, school trips, and fundraising activities.

Pupil Numbers						
R	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6
15	13	13	11	15	14	15
Spaces per year group						
R	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6
0	2	2	4	0	1	0

HOW OUR PUPILS FEEL ABOUT THE SCHOOL...



If I ever have any worries or problems, I know the teachers will help - Year 3 pupil

Rushton is such a friendly and welcoming school. I have made friends already.- New Year 6 pupil

I like my lessons, and we get to do lots of fun things like careers day. Year 4 pupil

I love getting house points and stickers. It makes me feel good to know I am recognised for the things I do well and trying hard. Year 4 pupil

We get rewards such as extra play and pyjama day. Year 4 pupil

I love school. Every day is the best.
Year 4 pupil

Administrator



Advert

Contract type

- Permanent
- 37 hours per week
- 39 weeks per year

Salary

- Grade D Points 3 - 4
- £24,027 - £24,404 per annum pro rata

Start date

- September 2025

Interviews

- To be confirmed

Closing Date

- 8th August 2025

How to apply

To apply, please complete a Pathfinder Schools application form, which can be downloaded from the vacancies page of the Trust website:

<https://pathfinderschools.org.uk/join-us/vacancies>

Completed application forms should be accompanied by a letter of application and should be sent to:

dbull@pfschools.org.uk

We are looking for an Administrator to join our team.

The successful applicant will need to have the following:

- Caring, calm and approachable nature
- Able to work under their own initiative
- Able to work with others
- Great communication skills
- Able to keep clear and accurate records

We have:

- Dedicated staff
- Driven and determined SLT
- Loyal Governors
- A vast range of training opportunities

Rushton Primary School (OFSTED Good, May 2024) is part of the Pathfinder Schools Academy Trust. We are a small village school with the determination and capacity to make a difference to children's education and lives.

The Governing Body of the Rushton Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, medical and enhanced DBS checks. All shortlisted candidates will now be required to complete a staff disqualification declaration as part of our safeguarding checks.

Rushton's Safeguarding Policies and Procedures are available on their website, which can be accessed on the following web address:

https://www.rushton.school/files/ugd/3772f3_0817d51d4a804596a6c623483d954ec.pdf

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

The workplace will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Pathfinder Schools and our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, medical, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Recruitment and Selection Policy which includes further information on pre-employment checks and our statement on the Recruitment of Ex-Offenders <https://pathfinderschools.org.uk/join-us/vacancies>

Online searches

As part of our rigorous Safer Recruitment process Pathfinder Schools has adopted the practice of online searches for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview.

Therefore, if you are shortlisted for a role an appropriate online search will be undertaken on your name(s). Consent to an online search is included in the Pathfinder Schools application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Pathfinder Schools is committed to creating a diverse workforce. We consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Description



Administrator

Responsible to:

- School Business Manager/Headteacher

Principle responsibilities:

- Under the direction and guidance of the Business Manager, assist in the completion of administrative duties for the school.
- Be the first point of contact at the school promoting an excellent public image
- To be responsible for responding to general enquiries and receiving deliveries to the school office.
- To ensure that the school office is a welcoming and safe environment.

Specific Duties

- Acting as the face of the school, promoting school and trust values at all times.
- Maintaining the office environment to a high standard.
- Undertake general reception duties to a high standard, including answering the telephone, responding to face to face enquiries, receiving deliveries and organising contractors/visitors.
- Contact parents and named contacts via text or email to share school communications.
- Ensure that visitors to the school sign in. provide suitable ID including child protection documentation where applicable, are issued with a visitor pass and are taken to/collected by the appropriate colleague. Adding removing information from the Single Central Record (SCR).
- Be responsible for the school email inboxes, responding to queries and distributing messages as required.
- Processing pupil leavers and starters via the MIS and DfE School to School Service.
- Record staff absence on the school MIS.
- Respond to general queries from school staff, pupils, parents and members of the public.
- Oversee pupils, staff and pupils signing in and out of the school and maintaining accurate records.
- Support the Headteacher in the administration of pupil attendance, in line with the Attendance Policy, to include:
 - Reviewing and adjusting electronic registers
 - Contacting parents regarding pupils who are absent from school without prior notification.
 - Preparing and issuing attendance letters
 - Record and review information on the school MIS system, currently (BROMCOM)
- Liaise with the lunch providers to notify them of absences on the day for school meals.
- Manage the Fruit and Veg and Cool Milk Schemes, providing returns and data as required.
- Produce a range of documents to meet the needs of the school team, including, letters, newsletters and manage the school diary.
- Maintain accurate manual and computerised records, including management information systems.
- Promote the school via social media ensuring Acceptable Use and Safeguarding protocols are followed.
- File and retrieve documentation and other resources to support efficient record management and compliance with data protection requirements.
- Regularly update the school website.
- Assist with the organisation and management of school trips and events, including payments.
- Request quotations, place and receive orders.
- Open and distribute school post.
- Assist with the organisation and booking of contractors to carry out work in school.

- At the request of the Headteacher book supply/agency colleagues and ensure vetting and Single Central Record procedures are followed.
- Undertake general financial administration as directed by the Headteacher/ Business Manager and Central Finance Team.
- Under the direction of the Headteacher support in the school recruitment process including preparing and printing documents, greeting candidates and copying identification.
- Assist with pupil welfare as appropriate.
- Any other duties, commensurate with the grade, for which the post holder has appropriate skills/training, as may be required from time to time by the Headteacher/ Business Manager or a Central Team colleague.

Safeguarding

- Staff are accountable for the way in which they exercise authority, manage risk, use resources, and protect students, who they are responsible for or in contact with, from discrimination and avoidable harm. All staff, where paid or voluntary, have a duty to keep young people safe and to protect them from harm. When an individual accepts the role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent to the role. There will be a requirement that staff observe their obligations in accordance with the Trust's safeguarding procedure and report any concerns in accordance with the procedure to the appropriate person.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the post holder after enhanced DBS clearance has been acquired, must be disclosed by the post holder. Failure by the post holder to do so, or the obtaining by the post holder of relevant conviction caution or reprimanded, may be managed in accordance with the Trust's disciplinary procedure.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances,. Which must be observed.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent of the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy.

Administrator Person Specification



The essential and desirable criteria outlined in the table below will be used as part of the shortlisting process. Candidates should meet all essential criteria to be considered for the post, desirable criteria will be referred to where further shortlisting activities are required beyond the consideration of essential criteria. This is usually the case in respect of a high volume of applications meeting all shortlisting criteria.

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE or equivalent in English/ Maths Grade C or above. 	<ul style="list-style-type: none"> Business administration qualifications. First Aid qualifications.
Experience and Knowledge	<ul style="list-style-type: none"> Previous experience in dealing with people either face to face or on the telephone. Able to use Microsoft Office confidently. Ability to remain calm under pressure. Appropriate level of data protection, security and confidentiality awareness. Methodical approach to work and able to produce accurate information Reliable and flexible in order to meet the needs of the school. Experience of MIS systems 	<ul style="list-style-type: none"> Experience of working within a school environment. Knowledge of the respective roles and responsibilities of the governing body, the headteacher, Multi-Academy Trust and the DfE Knowledge of GDPR regulations. Experience of dealing with contractor management.
Ability and Skills	<ul style="list-style-type: none"> A well-constructed, legible application. Ability to communicate effectively with colleagues, managers, parents and visitors Ability to establish good working relationships with staff Ability to manage interactions with others in a calm and patient manner Good organisation and time management skills working to deadlines 	
Equal Opportunities	<ul style="list-style-type: none"> Ability to demonstrate awareness/understanding of Equal opportunities. 	
Safeguarding	<ul style="list-style-type: none"> A commitment to safeguarding children and report concerns. Subjected to a full Disclosure and Barrier check, satisfactory references and disqualification by association form completed. 	

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Criteria	Essential	Desirable
Safeguarding	<ul style="list-style-type: none">• Ability to deal with sensitive information in a confidential manner.	
Personal Attributes	<ul style="list-style-type: none">• Be a person of integrity• Be able to maintain confidentiality• Be able to remain impartial• Be sympathetic to the needs of others• Have an openness to learning and change• Have a positive attitude to personal development and training• Have good interpersonal skills	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

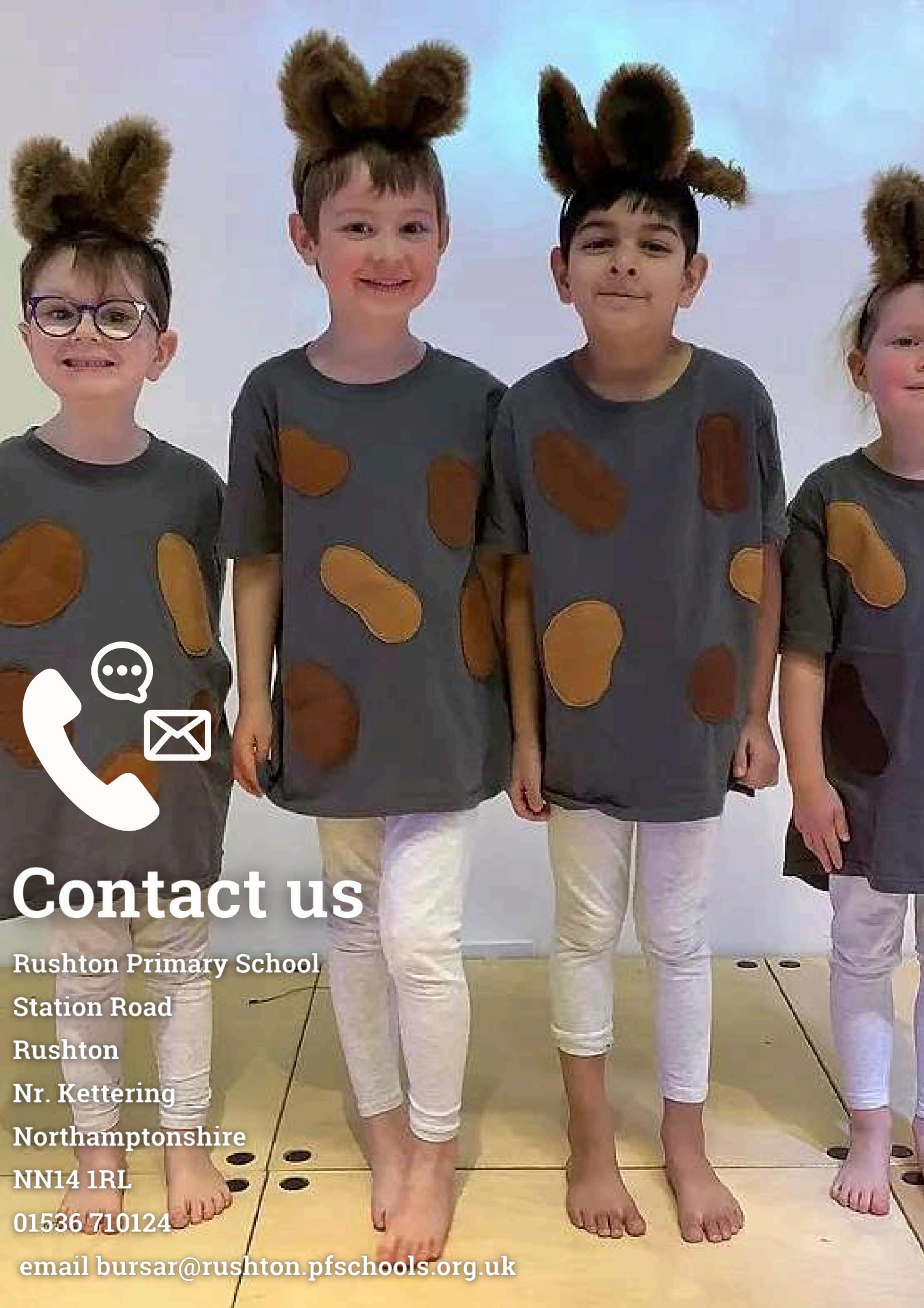
The job-holder will ensure that academy policies are reflected in all aspect of their work, in particular those relating to:

- 1. Equal Opportunities
- 2. Health and Safety
- 3. General Data Protection Regulations (2018)
- Data Protection Act (2018)
- 4. Safeguarding children and young people

Notes:

This job description may be amended at any time in consultation with the postholder.

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