

**Steeple Morden Church of England Primary School**  
**7 Hay Street, Steeple Morden, Royston, SG8 0PD**

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Website: [www.steeplemorden.cambs.sch.uk](http://www.steeplemorden.cambs.sch.uk)

Headteacher: Mrs Alex Housden



Steeple Morden Primary School is a village school in the south west corner of Cambridgeshire, close to the Hertfordshire and Bedfordshire borders. Our catchment area covers Steeple Morden, Litlington, Abington Pigotts and Odsey but our current roll includes children from other local towns and villages.

We are a Church of England (Voluntary Controlled) Primary School and we aim to serve our community by providing an education of the highest quality within the context of Christian belief and practice. We welcome children of all faiths, and none, and we aim to create a community of tolerance and acceptance. We are actively supported by our local community and a dedicated Parent and Teacher Association (PTA).

We believe our pupils should have every opportunity to achieve high academic standards and develop awareness of social and moral values. We provide a secure and stimulating environment where children and adults can work productively. Relationships are very important to us and the relationships we develop with our children, their families, our community and the wider world enable us to create a warm, caring and happy school where everyone is included.

The Headteacher and governors of Steeple Morden Primary School are committed to safeguarding and promoting the welfare of children and young people.



## Office Administrator - Level 2 (point 5-6)

18hrs per week – 8am-12pm Monday, 8.30am-12pm Tues-Fri, term time only.

Permanent contract

£24,790 pro rata (c.10,042.27 Actual)

Start date: as soon as possible

We are seeking to recruit a professional, friendly and highly organised Office Administrator to join our office team and work on the busy school front desk 5 mornings a week in term time.

The post holder will work within our office team and be responsible for ensuring the provision of an effective reception. They will provide a range of administrative support services within the School to ensure the smooth running of the front office and support school activities.

The successful candidate will have experience of school administration, parent communication and using a schools' Management Information System (MIS), along with a good working knowledge of Microsoft Office, in particular e-mails, calendar and Word. Previous experience of producing newsletters would be useful. In addition candidates will need:

- excellent communication and organisational skills
- a welcoming 'front of house' manner
- good standards of literacy and numeracy (GCSE grade C or equivalent)
- respect for confidentiality
- flexibility
- the ability to work under pressure and manage time effectively

Experience of First Aid, Parentmail, Google Calendar and SIMS would be a benefit, however training will be provided.

If you are interested in this position, please see our website for a copy of the application form. If you would like more information please email [vacancies@steeplemorden.cambs.sch.uk](mailto:vacancies@steeplemorden.cambs.sch.uk). Applications should also be sent to [vacancies@steeplemorden.cambs.sch.uk](mailto:vacancies@steeplemorden.cambs.sch.uk).

We are committed to stringent safeguarding procedures and applicants will be subject to a full enhanced DBS check. Please note, references will be requested prior to interview and social media/online checks will also be carried out.

**Closing date: Sunday 9<sup>th</sup> March 2025 8.00pm**

Interviews will be held on Thursday 13<sup>th</sup> March 2025

Start date: As soon as possible (subject to reference and DBS checks)



## JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

<b>Job Title:</b>	Office Administrator
<b>Reports to:</b>	Deputy Head/Headteacher
<b>Grade:</b>	Level 2 (points 5-6)
<b>Hours:</b>	8am - 12pm Monday, 8.30am - 12pm Tuesday to Friday

### Job Purpose:

To operate an effective reception desk and provide administrative support services within the School to ensure the smooth running of the front office, and support school activities.

### Main Responsibilities:

1. To ensure the effective and friendly operation of the front desk for all visitors to the School ensuring all visitor books are completed appropriately and safeguarding guidelines are followed, including escorting visitors when required.
2. To operate the school telephone system: handling calls, forwarding calls, taking and appropriately relaying messages as required.
3. To efficiently deal with all school e-mails sent to the office account.
4. To maintain the electronic school diary.
5. To ensure the effective administration of all pupil data and communications including new starters and leavers.
6. To maintain pupil records (electronic and paper as appropriate) including the collation and dissemination of data and maintenance of attendance and dinner registers.
7. To oversee the production of the fortnightly newsletter and any other parent communications.
8. To manage Parentmail communication to parents as requested by staff.
9. To deal with the administration in connection with new pupils and pupil transfers, including setting them up on relevant electronic systems.
10. To ensure all safeguarding procedures are in place and adhered to, in consultation with the Finance and HR Manager, particularly with ensuring that all visitor checks are completed in a timely manner and that the school's Single Central Record (SCR) is updated in accordance with agreed principles and formats.
11. To care for sick pupils, arranging first aid as required or operating as a secondary source of first aid and contacting parents where required.
12. To manage collation, publication and distribution of the school newsletter.
13. To co-ordinate external agencies such as afterschool clubs, school photographs, weights and measures, in school immunisation, Bikeability and vision screening.
14. To assist the head teacher in producing/updating the Equality plan ensuring the school meets current legislation and LA guidelines.



15. Initial monitoring and reporting of absence/attendance of pupils to the head teacher.
16. To work alongside other administration staff to support the day-to-day smooth running of the school.
17. Prepare the pupil Census in line with DfE guidance for the head teacher to review and approve and once completed submit this termly within the required timescales as published by the DfE.
18. To be responsible for the administration of GDPR processes in school and monitor to ensure we are adhering to all data protection guidelines.
19. Working in partnership with other staff members to keep the school website updated.
20. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
21. To undertake any other duties of a similar level and responsibility as may be required.



## PERSON SPECIFICATION

	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> <li>• Educated to GCSE level with Maths and English at Grades A*-C or equivalent</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of undertaking a range of administrative tasks</li> <li>• Experience in school administration, parent communication and using a Management Information System (MIS)</li> <li>• Good working knowledge of Microsoft Office, in particular e-mails, calendar and Word</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of producing newsletters or similar publications</li> </ul>
Skills, Knowledge & Understanding	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Good standard of ICT skills</li> <li>• Good organisational skills</li> <li>• Ability to prioritise and solve problems on a day-to-day basis</li> <li>• Ability to work with minimal supervision and to act on own initiative</li> <li>• Ability to cope with conflicting demands, deadlines and interruptions</li> <li>• Empathy with children and young people</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Understanding of confidentiality in schools</li> <li>• Punctual</li> <li>• Organised, attention to detail</li> <li>• Team worker</li> <li>• Flexible</li> <li>• Willingness to learn new skills and undertake further training as appropriate</li> </ul>	
Other Attributes	<ul style="list-style-type: none"> <li>• Willingness to undertake First Aid training</li> <li>• Awareness of safeguarding in a school environment</li> </ul>	<ul style="list-style-type: none"> <li>• Current First Aid Certificate</li> <li>• Current Safeguarding/Prevent training</li> </ul>