

Administrative Assistant Vacancy

Christ Church C of E Primary School



JOB TITLE: Office Manager

CONTRACT: 37.5 hours plus 5 INSET Days (7.5 hours per day Monday – Friday) fixed term maternity cover from September 2025 to 31st August 2026 or the postholder's return

SALARY: JG5 SCP 12 – 17 (£27,711 to £30,060)

ACTUAL SALARY: £28,085.47 to £30,466.22

REPORTING TO: Headteacher/Deputy Headteacher/Senior Finance & Operations Officer

Job Purpose:

- To be an ambassador for the school when meeting parents and other visitors.
- To provide administrative duties to support the efficient day to day running of the school office.
- To provide a friendly and positive first point of contact to the school.
- To fulfil their job description, and to ensure they have read, understood and follow all safeguarding guidance including the Safeguarding Policy, Keeping Children Safe in Education: Information for all school and college staff (from Working Together document) and the Guidance for Safer Working Practice for Adults who work with Children and Young People.

Key Duties and Responsibilities

The post holder may be requested to undertake any but not necessarily all of the following duties. Duties required will be directed by the School Administrator, according to the school's needs.

Reception

1. Providing a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner and providing hospitality for visitors.
2. To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures i.e. signing in, issuing of identification badges
3. To look after the school office and reception area ensuring that they are welcoming and tidy.

General administration

4. To undertake general office duties e.g. telephone calls, emails, ensuring that all messages are dealt with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly; dealing with incoming and outgoing post, maintaining the school diary, coordinating school dinner order, liaising

with the kitchen/parents, co-ordination of school visits, collation of invoices etc.

Compliance, Data Management and Statutory Returns

5. To assist with the maintenance and update of the school Management Information System and other online data storage, including producing reports when required.
6. Ensure statutory returns are completed in a timely and accurate manner.

Admissions, Attendance and Safeguarding

7. To support attendance monitoring; follow up on pupil absences daily with parents, liaising with teachers and recording information on the MIS.
8. Administrate user access on Safeguard, GDPR and National College.
9. Maintain the Single Central Record, ensure all statutory safeguarding returns are made in a timely manner (e.g. school employee leaver records);
10. To assist with school admissions administration, under the direction of the School Administrator.
11. To provide admin support to the Headteacher and other teachers, as required.

Marketing, publicity and communications:

12. To update and maintain the school website, prepare newsletter and other publicity, including school social media (Facebook, etc).
13. Support the school's use of Office 365, Teams etc; ensuring there are efficient internal communications.

Health and Safety

14. To act as Appointed Person for first-aid, to be provide first aid support as Emergency First Aid at Work first-aider.
15. To be a fire warden/marshal.

GENERAL PROFESSIONAL DUTIES:

1. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School as outlined in the school's Safeguarding and Child Protection Policy
2. To recognise health and safety is a responsibility of every employee, to take reasonable care of self, pupils and others and to comply with the school's Health and Safety Policy and any school-specific procedures and rules that apply to this role
3. To respect the confidentiality of personal information, including that of pupils, staff and families, and to ensure the confidentiality of information received.

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required in accordance with the grade of the post. You will be working as part of a small, friendly team and may be asked to provide extra support within the school during busy periods.

Christ Church School is part of Kaleidoscope Multi-Academy Trust (KMAT) and central to the planning and systems of KMAT are our 5 C's:

1. Our schools are Child-centric (focusing on the whole child)
2. Creative and innovative
3. Community focused
4. Collaborative but distinctive
5. We have a Culture of high expectations and excellence, striving for and sharing best practice.

Safeguarding and Child Protection:

Kaleidoscope Multi-Academy Trust are committed to ensuring outstanding safeguarding procedures and to promote the welfare of our pupils.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

For an application form, please contact the school office or application forms, can be found on the school's website at www.christchurchprimaryschool.org.

Closing Date:	Friday 27 th June 2025 at Noon
Interview Date:	Friday 4 th July 2025
Address:	Baker Street, Weston-super-Mare BS23 3AF
Tel:	01934 620738
Email:	office@christchurchprimaryschool.org
Web:	www.christchurchprimaryschool.org