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ADEL ST JOHN THE BAPTIST C OF E (VA) PRIMARY SCHOOL
RECRUITMENT PACK

School Administration Officer



Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.

Online checks will be completed to explore any content publicly available online that might compromise your professional role. If this is the case, this may be discussed at interview.



Job Application Pack

For the position of

School Administration Officer
Permanent | Term time only -
38 weeks per year | 32.5 hours per week

B3 Spinal Point 7-11.
Actual Salary £19,437- £20,717

Start 27th April 2026.
Hours are 8.00am to 3.30pm (32.5 hours a week) with a 60-minute unpaid lunch break

To apply, please complete an application form, which can be downloaded alongside this recruitment pack, from the job vacancy page on our school website or by emailing info@adel-st-john.leeds.sch.uk. Further guidance on making an application, as well as information on our school, is provided within this job pack.

Please remember to detail in your application your experience, the impact your appointment will make in terms of raising standards at Adel St John the Baptist C of E (VA) Primary School and why you are the ideal candidate. All gaps in employment must be clearly accounted for. *Please also be aware that we are not permitted to accept CVs.*

The application deadline for this position is:
Friday 6th March 2026 at 9am

Interviews will take place on:
Thursday 12th March 2026

For our Ofsted Report:
<https://reports.ofsted.gov.uk/provider/21/108041>

**Adel St John the Baptist C of E (VA) Primary Statutory Information
(including our Safeguarding & Child Protection Policy):**
<https://www.adel-st-john.leeds.sch.uk/parent-information/statutory-school-policies>

Dear Prospective Applicant

WELCOME

Thank you for expressing an interest in becoming a member of staff at Adel St John the Baptist C of E Primary School (ASJ). We are a thriving and inclusive school at the very heart of the community and parish we serve. We are a one-form entry Voluntary Aided C of E primary school located in the suburb of Adel, Leeds. Being such a small school, there is very much a family feeling that permeates every aspect of our school and is something that we cherish.

We are seeking a **dynamic, enthusiastic and highly organised** individual who will play a key role in supporting the day-to-day life of our busy primary school office.

The successful candidate will uphold and actively support the strong Christian character and values of our school, demonstrate a genuine commitment to promoting the safety, well-being and welfare of all pupils, and communicate warmly and professionally with children, staff, parents and visitors.

They will be **flexible, adaptable and calm under pressure**, able to respond positively to the changing demands and priorities that are an integral part of working in a school environment. We want a person who will embrace opportunities to further develop our thriving one form entry Church School.

We work hard as a team to ensure that all staff and pupils feel happy, valued, safe and listened to. As a multicultural and diverse school, we welcome applicants from all backgrounds, cultures, faiths and religions.

The successful candidate will:

- Be fully committed to following and adhering to safeguarding and child protection procedures at all times
- Have experience of general office procedures and practices, including working knowledge of relevant regulations to support financial transactions
- Demonstrate excellent English and maths skills
- Be **hard-working, positive and enthusiastic**, with a strong commitment to striving for excellence
- Communicate clearly, professionally and effectively with a wide range of people, including children, staff, parents and external visitors
- Build and maintain **positive, respectful** working relationships with pupils, staff and parents

- Be confident in using IT systems, including inputting and retrieving information from databases, processing documentation using Word, and managing data across information systems
- Be able to work **calmly, flexibly** and **efficiently** in a busy school office, responding positively to changing priorities and unexpected demands
- Work effectively as part of a team while also showing initiative and the ability to manage tasks independently
- Actively promote, support and develop the Christian character and values of the school

At Adel St John, we can offer you:

- An excellent programme of continuous professional development to support your role and professional growth
- A welcoming, inclusive and dynamic Church School with strong Christian values at its heart
- A positive, well-resourced working environment where the school office is central to the daily life of the school
- Happy, well-behaved children who enjoy learning and contribute positively to the school's caring and respectful culture
- A knowledgeable and supportive Governing Body that provides an effective balance of challenge and support
- A friendly, enthusiastic and dedicated staff team who work collaboratively and value the vital role of the school office
- Strong, well-established partnerships with families, the local community and our wider family of schools, supporting effective communication and shared working

To book one of our tours, please email info@adel-st-john.leeds.sch.uk with the date you would be available to visit. Tour dates and times are as follows:

- **Monday 23rd February at 2pm**
- **Thursday 26th February at 9.30am**

Peter Dalrymple, Head Teacher

SCHOOL OVERVIEW

We are a one-form entry primary school with a pupil admission number of 30. The number of pupils on roll is 210. We are fortunate to be in a green belt space, enjoying all aspects of village life and located very close to the city with all the cultural and curriculum benefits this brings.

We work closely with schools locally as an active member of the North West Family of Schools group and as an associated partner of the Leeds North West Education Trust.

As a Church School, we have strong partnerships with Leeds Diocese, local Church schools and with Adel Church. We visit Adel Church for Harvest, Advent, Easter and the Nativity of St. John the Baptist and welcome Reverend Alison to lead collective worship once a week. We aim to reflect Christian values in the everyday life of the school.

OUR VISION

Our vision is to love, serve, support and succeed.

This vision is rooted in the new commandment given by Jesus to his disciples to '*love one another, as I have loved you*' (John 13:34).

Following Jesus' example, love is at the very heart of everything we do. All of our Christian Values stem from the central value of love. Our shared loving service of one another provides support for all to reach their full potential.

We have defined this in child friendly language:

- We love by caring for the world and its people.
- We serve by showing that we care about others' needs as much as our own.
- We support by growing and learning together.
- We succeed by becoming who God intends us to be.

OUR INTENT

- to provide the highest quality education for all, ensuring **every child has a chance to shine**
- to cultivate a Christian environment that is **inclusive, safe, stimulating and caring**
- to foster **inspired, resilient and confident learners**
- to enable children to be **critical thinkers who communicate effectively**
- to nurture **respectful citizens** who are valued members of their community and are committed to **fairness, equality and social justice**

Job Description

School Administration Officer

32.5 hours per week. Permanent Post.

Grade: B3

Accountable to the School Business Manager

Special Conditions This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

PURPOSE OF THE JOB

To support the School Business Manager by undertaking high-quality administrative, financial and organisational processes, as required. Contributing to the planning and development of support services. Ensuring the smooth running of the office.

DUTIES AND RESPONSIBILITIES

To supervise Administration staff, including regularly instructing, checking work and advising and/or training staff

To use clerical time efficiently and to ensure the smooth running of the office, maintaining up-to-date computer-based and manual filing systems

To support the School Business Manager in updating and managing the administration network

To operate relevant ICT packages e.g. Word, Excel, Publisher, databases, spreadsheets, internet, mail merge functions

To assist in the development of the school website in respect of updating information and importing/exporting data

To provide general clerical/administrative support, including duplicating/photocopying, other reprographics, completing standard forms, responding to routine correspondence, administering admission applications, school trip planning and costing

To act as the first point of contact for customers and visitors – both in person and on the telephone, in a courteous, professional, calm and friendly manner.

To maintain the School Business Manager's diary in their absence, arrange appointments, deal with enquiries in a friendly, efficient and approachable manner.

To distribute both internal and external mail.

To assist in the organisation and booking of visits and events

To take minutes at meetings

To assist the School Business Manager in dealing with correspondence, records and enquiries relating to the service

To assist in processing time/attendance sheets and maintain records for all staff, including completion of payroll information and liaison with the BSC Team

To use the financial accounting systems, procedures and organisation in order to assist School Business Manager, in the operation of the financial procedures

To raise orders for goods and services and process invoices, as directed by School Business Manager

To control the issue of stationery and maintain stationery stocks

To attend relevant meetings and training and seek to further extend skills, knowledge and experience in order to develop personal effectiveness in the role

To prepare statistical returns, e.g. annual census

To ensure that electronic and paper-based records are kept updated

To be aware of and comply with all policies and procedures e.g. child protection, health, safety and security, confidentiality, equal opportunities, and data protection, reporting all concerns to an appropriate person

To be responsible for safeguarding children and promoting their welfare and following child protection procedures

To contribute to the overall ethos/work/aims of the school

The duties outlined are not meant to be an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

School Office Assistant (Administration & Finance)

ESSENTIAL REQUIREMENTS: It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

PERSON SPECIFICATION

Key:	Essential/ Desirable	How identified
App – Application Form		
Ref – Reference		
SP – Selection process. This could include a range of exercises, including an interview.		
Skills		
Able to communicate effectively with a wide range of people	E	App/SP
Confident in using IT systems, including inputting and retrieving information from databases, processing documentation using Word, and managing data across information systems	E	App/SP
Able to work flexibly as part of a team & show initiative	E	App/SP
Able to prioritise work to meet conflicting deadlines	E	App/SP
Demonstrate excellent English and mathematics skills	E	App/SP
Able to assist in the training of new team members	E	App/SP
To display a responsible and co-operative attitude to working towards the achievement of the service's aims and objectives	E	App/SP
Knowledge		
Of general office procedures and practice	E	App/SP

Of relevant financial regulations to carry out financial transactions	E	App/SP
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E	App/SP
Participate in development and training opportunities	E	App/SP
NVQ Level 3 or equivalent	D	App/SP
Qualifications demonstrating ability in English and maths	D	App/SP
Experience		
Of dealing with queries from a wide range of people	E	App/SP
Of working in partnership with others to deliver work to set deadlines	E	App/SP
Of providing customer-focussed services	E	App/SP
Of participating in teams and working on own initiative	E	App/SP
In the use of the Microsoft Office package	E	App/SP
Of extracting and analysing data from information databases	D	App/SP
Of taking minutes	D	App/SP
Of staff supervision	D	App/SP
Behavioural and other related characteristics		
Ability to understand and observe the School and Leeds City Council Equal Opportunities Policy.	E	SP
To carry out all duties having regard to an employee's responsibility under Health & Safety Policies.	E	SP
An ability to respect sensitive and confidential work.	E	SP
Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development	E	SP
Child protection		
Aware and able to manage effective child protection policies and procedures.	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
Other Conditions		
Enhanced DBS clearance	E	