



School Administrator (36 hpw) Term Time Only plus 1 week
Unified Reward pts 6-9 £26,066.36-£27,200.46 TTO
£28,926.00-£30,188.00 FTE
Starting in May 2025



About Us

Childs Hill and Claremont Primary Schools are a federation of two successful primary schools serving the NW2 community.

We have an inclusive and progressive approach to the learning, wellbeing and creativity of every pupil in within our diverse, caring and harmonious schools and ARPs (Additional Resource Provisions for children with an autism diagnosis). Our schools have a strong community ethos and a clear focus on every pupils' development. Everyone in our schools is committed to ensuring that our children feel safe, happy and valued. We ensure they achieve great things and develop a lifelong love of learning. We work hard to provide a rich and varied curriculum to give our children experiences they will remember and benefit from through their lives. Our federation aims to achieve a clear and simple goal. We teach all of our children to understand the importance of learning, be proud of themselves and to empathise with others. We ensure they see the worth and transformative powers of our values.

At the heart of both our schools is our restorative approach to behaviour management where shared values, a caring attitude, good relationships and a sense of belonging are key factors. It is central to who we are and it permeates all areas of school life.

The CHC Values

Excellence

Inclusion

Collaboration

Ambition



About the Elliot Foundation

We are a successful multi-academy trust specialising in the Primary sector. We are building a thriving community of converter and sponsored primary academies, that succeeds on behalf of its children and communities. We will maintain a family of autonomous schools that is uncompromising in its search for excellence as we strive to be the best academy chain in the UK. We have a clear vision, values and goals. The Elliot Foundation was created as a safe place for children and teachers where all are nurtured to achieve beyond even their own expectations. Our motto, "Where children believe they can because teachers know they can" reflects our conviction that raising expectations for all children and teachers is at the heart of a successful and inclusive society. Our values are at the heart of everything we do:

Put children first

- We trust and value your professionalism
- We share the responsibility for the learning and welfare of all of our children
- Our purpose is to improve the lives of children

Be safe

- Don't assume that someone else will do it
- Look after yourself, your colleagues and all children
- We are all responsible for each other's safety and well being
- Discuss any concerns with an appropriate member of staff

Be kind and respect all

- People are allowed to be different, as are you
- Kindness creates the positive environment we all need to flourish
- Kindness and respect should extend to ourselves as well as others

Be open

- If you can see a better way, suggest it
- If someone else suggests a better way to you, consider it
- Nurture innovators and support those who take informed risks in the interests of children

Forgive

- We all make mistakes
- Admit them, learn from them, and move on

Make a difference

- Making the world a better place starts with you
- Model the behaviour you would like to see from others



School Administrator Job Description & Person Specification

Unified Reward Grade E, Pts 10-14

Responsible to: Executive Headteacher, Head of School & Business Management Team

Overall Purpose of the Post:

- To offer a quality reception and information service for parents and visitors to the school both face to face and on telephone enquiries
- To act as first point of contact for all visitors to the school ensuring they act in accordance with school policies on safeguarding, health and safety (including evacuation and lockdown)
- To maintain the highest professional standards when dealing with the families and visitors to the school
- To have the confidence and presence to ensure that school procedures are adhered to at all times especially when dealing with urgent and/or emergency situations
- To promote and maintain a positive, effective and inclusive ethos

Duties & Responsibilities:

Reception

The school administrator will:

- Act as the first point of contact for parents, carers and other visitors both face to face and by phone answering questions and queries in a polite manner
- Create a welcoming and pleasant reception area ensuring deliveries are handled in a timely manner and not causing a hazard to pupils, families and other staff
- Ensure school security arrangements are always complied with by all pupils, families and staff and to liaise with the Premises Team should any issues be identified
- Ensure all regular visitors/groups (visiting Music Teachers, volunteers etc) are kept informed of any changes to routine
- Ensure supply teachers sign in, receive safeguarding and school logistics information and sign their timesheets
- Provide hospitality for visitors to the school
- Assist the Admissions & Communications Manager by providing prospective parents with applications and information about the school and admission process
- Assist the Admissions & Communications Manager to ensure home school communications are user friendly, effective and efficient



School Administrator Job Description & Person Specification

Administrative

Under the direction of the Headship Team and Business Management Team, you will be responsible for all aspects of the day-to-day organisation and maintenance of the school office and its procedures. This will include:

- Provide administrative support to the Executive Headteacher and Head of School as directed
- oversee preparation, production and distribution of letters, reports, newsletter etc. using g suite
- receiving and handling telephone enquiries, dealing with queries and providing general information about the school
- keeping pupil records, completing returns to the LA, DfE and others, as appropriate using the school database
- providing statistics from the above records as required for the Headship team, Trust, LA etc.
- responsibility for the preparation and maintenance of the manual and computerised pupil data records, including attendance details
- to understand the importance of confidentiality and data protection (GDPR)
- oversee stationary and consumables stock and supplies for the whole school, cataloguing and distributing as required
- to maintain school registers and keep records of late arrivals, absences and medical certificates
- at end of academic year, rollover of all classes on database, organise new class files, new class registers
- to carry out other administrative tasks and duties as set by the Headship Team and Admissions & Communications Manager

Attendance

The School Administrator will:

- Assist the Executive Headteacher and Head of School with attendance support to pupils by recording, monitoring and analysing attendance records on a daily, weekly and half termly basis
- Collaboratively work to reduce the percentage of PA (Persistent Absence) and lateness at the School.
- To update school registers using the MIS system
- Record Parent/Carer Absence calls on the School Information System and ensure that reason for absence and any other additional information is fully documented.
- Make phone calls on the first day of absence and send truancy calls.
- Record, file and liaise with colleagues around medical letters and other attendance updates as needed.
- Administration of School Information System to ensure the register is completed and exclusions recorded accurately.
- Email staff who have not completed their registers and refer any repeated non-completion of to the Attendance Lead.
- Manage distribution, collation and replying of of Holiday Absence Request Letters



School Administrator Job Description & Person Specification

Finance and Equipment

The School Administrator will:

- Effectively manage collating of school lunch numbers and reporting to all necessary parties.
- Oversee management of school trip administration
- Ensure school procurement systems are compliant with Tefat expectations
- Effectively monitor Parentpay and take appropriate to ensure payment deadlines are met
- Accept, check and sign for deliveries as appropriate
- Oversee stock and stationary orders and act as a signatory on all orders
- Be responsible for matching, checking and processing invoices ready for payment by monitoring the finance email inbox
- Oversee school uniform supplier ensuring quality of service and product
- Prepare banking of all money collected including school events, ie charity collections and liaise with Finance Lead on arrangements to take to bank.
- Review commitments on PSF on a monthly basis with the Finance Lead and take appropriate action
- Review the Schools Amazon Account on a regular basis and keep payments up to date
- Action Statements from Suppliers and respond to all finance queries in a timely manner
- Keep an up to date log of all cash held in the School safe in accordance with the Audit requirements ready for HQ to inspect and count on visits

Additional Information:

- The postholder will be flexible and carry out other reasonable duties commensurate with the grade, as directed by the Headship team
- The post holder is required to be aware of and comply with policies & procedures relating to child protection; equal opportunities; health safety and security; confidentiality and data protection and to report all concerns to an appropriate person
- The post holder The post holder is required to contribute to and support overall aims and ethos of the school
- The post holder will be expected to attend training and meetings as necessary and appropriate
- All employees are expected to behave in a manner that role models positive behaviours for our pupils
- To support the values and ethos of the Elliot Foundation Academies Trust

This list is not exhaustive. The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by the line manager.





Requirements	Essential	Desirable
<p>Qualifications and career development</p>	<ul style="list-style-type: none"> • Previous experience in the regular use of computer software such as G suite or Microsoft Word, Excel, PowerPoint and other database packages. • Confident verbal & written communication skills including written and spoken English • Good education qualifications including evidence of excellent numeracy skills • Willingness to attend appropriate training and take responsibility for own professional development 	<ul style="list-style-type: none"> • Experience of using Scholarpack or SIMs • Experience of using Iris/PSF or other financial software or similar packages • Experience of using Parentpay or other similar packages
<p>Experience</p>	<ul style="list-style-type: none"> • Experience of using financial systems • Proven administrative experience, including reception, typing and filing duties. • Ability to plan and prioritise a range of regular and irregular tasks 	<ul style="list-style-type: none"> • Previous experience in an Educational establishment
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Good communication and organisational skills. • Enthusiasm • A sense of humour • Pleasant and approachable manner • Resilience and ability to handle conflict • Open minded and creative • Ability to maintain confidentiality and observe data protection guidelines 	<ul style="list-style-type: none"> • Interests outside work • Innovative • Open to change and fresh ideas
<p>Relationships</p>	<ul style="list-style-type: none"> • Strong personal presence • Ability to relate to children • Must enjoy working as part of a team; be adaptable, proactive and supportive of colleagues 	<ul style="list-style-type: none"> • Ability to build on links between school and local community • Actively encourage the involvement of parents

Why work with us?

CHC federation are happy schools and you will be working with wonderful engaging children. You will be supported by

- A strong Leadership team across both schools with an open door policy
- A restorative ethos which is more than just a policy document, this is a safe and secure place to teach where people are heard.
- Supportive colleagues, a healthy workplace culture.
- A workplace that recognises that all staff, whatever their role are equally valued and contribute to the success of the schools
- Continuous professional development opportunities and access to trust wide opportunities
- Both schools were inspected by Ofsted in 2024 - Good
- A very strong commitment to our community and rewarding opportunities to be involved in community events, such as firework nights and summer festivals
- We are minutes from Kings Cross by Thameslink from Cricklewood
- We are within the Brent Cross Town regeneration area - one of London's largest and most exciting regeneration projects which will deliver accommodation, sports facilities, restaurants and retail outlets to the community in the years ahead.
- Close to one of the largest David Lloyd gym and fitness suites in London
- A range of employee benefits including access to
 - Tea, coffee and milk supplied in our staff rooms
 - techscheme.co.uk
 - cyclescheme.co.uk
 - my gym discounts
 - Blue light card
 - Beyond card
 - Citysave credit union
 - Eye care vouchers
 - Free flu jabs
 - Tusker car benefit scheme
 - Employee assistance programme

Feedback......don't just take our word for it....

The ethos of the Leadership Team is clear. Staff work hard but they know that everything they do is for a purpose. They are embedding skills in young people that will enable them to be successful in later life. **IQM Inclusive Schools Award, June 2024**

Standing by the school gates you quickly realise this is a very 'special' school. The ethos radiates out into the street, where on a sunny London morning parents, teachers and children chatter, relaxed in the knowledge that children are safe in an environment that cares deeply about their wellbeing and progress. **IQM Inclusive Schools Award, June 2024**

The school community is highly valued by pupils, staff, and families. The community council is a strong pupil and parent group who work together for the school, and the local community and beyond. For example, the pupil 'eco councillors' wrote a letter to a local company for a donation of plants. Following their success, they planted flowers in the local community. Parents and carers appreciate the care and regular communication of the school.

Ofsted Report

Pupils enjoy school and they are enthusiastic to learn. Teachers have a secure knowledge of the subjects that they teach. In class, teaching engages pupils and sparks their imagination. Pupils show a strong understanding of key knowledge, for example significant periods throughout history, such as the Roman Empire and the Anglo-Saxons. **Ofsted Report**

Pupil voice "I love the trips, my teachers and my friends" "I love that there are lots of celebrations like black history month where we invite our parents to show what we have learned" "I love that they make the lessons good, like you learn and have fun at the same time"

Parental voice: "they are an outstanding school and work holistically with families and children to create the best overall environment for the pupils" "Thank you very much for the amazing work you all do everyday"

Find out more, how to Apply and the interview process

If you want to know more about our schools please get in touch for an informal conversation or to arrange a visit.

Completing your application: Please read the details carefully and complete all the information requested. Please enclose a letter of application/personal statement with your application form.

CVs will not be accepted.

Please send your completed application form to fiona.rafter@childshillprimary.org the closing date is **Wednesday 16 April 2025 @ noon**

Interviews will be held on **Thursday 24 April 2025**

*Although this is our intended interview date, in certain circumstances this may be subject to change

Interview process: Candidates successfully shortlisted will go through a robust interview process and may be asked to do a combination of activities ie, a task and interview. Further details will be provided if you are invited to interview.

Special Requirements: If you require any special arrangements to be made in order to take a full part in the interview, please contact us.

References: As part of Safer Recruitment Checks references will be taken up immediate for all shortlisted candidates. Please ensure you have received consent to include details of your referees.

Equality

The Elliot Foundation Academies Trust (TEFAT) is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. The Trust aims to create an environment in which all employees, pupils and stakeholders are recognised as being of equal value and are able to grow and develop through equality of opportunity.

Safeguarding

Safer Recruitment: We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and behave in a way which reflects this. Appointment to this post will be subject to satisfactory safeguarding pre-employment checks, including a Barred List check, Disclosure and Barring Service check and references. This post is exempt from the Rehabilitation of Offenders Act 1974. Therefore we are permitted to ask job applications to declare all convictions and cautions on a self declaration form in advance of attending interview (including those which are "spent" unless they are "protected" under the DBS filtering rules). This is to assess a candidates suitability to work with children.

Please note, it is a criminal offence to apply for this post of employment if you are barred from working with children and young people.

GDPR

The Trust abides by UK data protection laws, including the Data Protection Act 2018 (DPA) and the General Data Protection Regulation 2018 (GDPR), in its handling of personal information. We aim to ensure our employees are acting in accordance with these laws, the relevant regulatory guidance and best practice. This policy regulates the way in which the Trust obtains, uses, holds, transfers and otherwise processes personal data about individuals and ensures all of its employees know the rules for protecting personal data. Further, it describes individuals' rights in relation to their personal data processed by the Trust.