



## SCHOOL ADMINISTRATOR (WITH A FOCUS ON FINANCE & HR) RECRUITMENT PACK



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Job Description

- 1<sup>st</sup> September 2026
- Salary: Grade 4-6, subject to experience (£27,034.00 - £32,629.00 pro rata) Term Time Only + 1 week (40 Weeks)
- Monday – Friday 8.45am – 4.30pm (35 hours per week)
- Closing date: Monday 29<sup>th</sup> June 2026 at 9.00am
- Interview date: W/C Monday 6<sup>th</sup> July 2026

# Welcome



## HEADTEACHERS MESSAGE

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Dear Applicant,

Thank you for showing an interest in the position of School Administrator, with a focus on Finance & HR, at Gifford Primary School. Gifford Primary School is a popular four-form entry school. Located in the London borough of Ealing.

We are seeking an enthusiastic and visionary School Administrator to join our exceptional team. In this role, you will drive ambitious initiatives, enhance our educational practices, and contribute to a thriving learning community.

At Gifford we are committed to making a real difference in the lives of our pupils. We pride ourselves on being a forward-thinking school that embraces innovation and values a "have-a-go" attitude. Our dynamic environment offers a platform for ambitious professionals who are eager to shape the future of education and lead our school to new heights.

Visits to the school are essential. To arrange a visit please contact the HR team on 020 8845 4661 or email [HR@gifford.ealing.sch.uk](mailto:HR@gifford.ealing.sch.uk). We look forward to hearing from you.

Yours faithfully,

Charlotte Cadman  
Head of School

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# What is Gifford Like?



"A culture of high academic aspiration and a shared drive for success permeates the school. Through the curriculum, pupils are taught about the contributions to society made by a diverse range of historical and modern-day prominent figures.

The school encourages pupils to believe they too can make a positive difference in the world. Academic achievement and pupils' personal development are equally prioritised. Pupils and school staff work together to create a programme of regular enrichment experiences. The '11 by 11' programme includes expressive arts activities, public speaking exercises and careers guidance. Older pupils enthusiastically support those who are younger. Pupils behave maturely. They treat each other with great care, kindness and respect.

The school encourages pupils to share their views. Elected members of the 'Gifford Government' gather and share the opinions and suggestions of their classmates in order to improve the school further. For example, the play area was extended following feedback from pupils in Years 1 and 2. Pupils are happy here."

**Ofsted Quote May 2024**

# What we are looking for

Pupils are at the heart of all we do



**Are you:**

- Ambitious?
- An inspirational School Administrator?
- Passionate about making a difference?
- Someone who really cares about children?
- Continually looking for ways to improve your practice?
- Willing to work hard to uphold the schools exceptional provision?
- A positive team player?
- Someone with a can-do attitude?
- Excited by a challenge and full of great ideas?

**If this is you, then Gifford is the place for you!**

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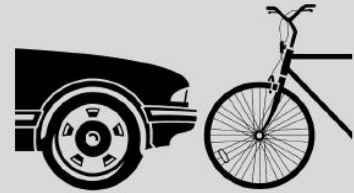
# What's great about working at **Gifford Primary School?**



**Creative approaches  
to the curriculum**



**Excellent CPD  
opportunities for all  
staff at all levels of  
their careers**



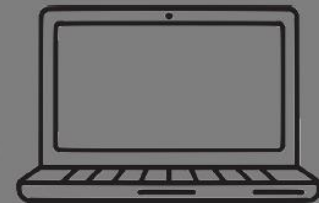
**Well resourced  
facilities including free  
parking on site and  
cycle to work scheme**



**Supportive employee  
assistance programme  
for all**



**A diverse,  
multicultural and  
stable staff team**



**PPA for all teaching  
staff exceeds the  
national expectations**



**Inner London Salary  
& Local Government  
Pension Scheme**



**Staff wellbeing and  
workload balance is  
fundamental to our  
approach**



**An extensive support  
team of highly skilled  
experienced  
professionals**

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# Person Specification

## Qualifications and training

		Essential	Desirable
1.1	GCSE or equivalent qualifications in English and Maths.	✓	
1.2	Experience of managing multiple priorities.	✓	
1.3	Recognised qualification in HR or Finance.		✓
1.4	Experience Working in a School.		✓

## Professional knowledge, understanding, skills and attributes

		Essential	Desirable
2.1	Strong administration, organisational, financial, interpersonal and communication skills.	✓	
2.2	Ability to use own initiative to identify issues, problem solve and implement solutions.	✓	
2.3	Ability to devise procedure.		✓
2.4	Ability to work quickly and efficiently with minimum supervision.	✓	
2.5	Ability to communicate clearly both in writing and orally with a wide range of audiences.	✓	
2.6	Ability to perform efficiently whilst under pressure.	✓	
2.7	Ability to persuade, motivate, negotiate and influence.	✓	
2.8	Ability to relate well to children and adults.	✓	
2.9	Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.	✓	
2.10	Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
2.11	To be responsible for promoting and safeguarding the welfare of children and young people within the schools.	✓	
2.12	Deploy resources efficiently and effectively to meet specific objectives.		✓
2.13	Personal flexibility; preparedness to adapt and find creative solutions.	✓	
2.14	High standard of communication skills, oral and written, for a range of audiences.	✓	
2.15	Personal 'presence'; warmth, sense of humour, maturity, approachability.	✓	

## Commitment

		Essential	Desirable
3.1	Demonstrate a commitment to safeguarding and child protection.	✓	
3.2	Willingness to attend occasional meetings outside of normal office hours.	✓	
3.3	Relating positively to and showing respect for all members of the school and wider community.	✓	
3.4	Promoting the school's vision and ethos.	✓	
3.5	Willingness to have an enhanced DBS check.	✓	

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# Job Description

## **Main purpose of the job:**

- To provide efficient administration of school HR, finance and other administrative functions determined by the Headteacher and Leadership Team.
- To ensure compliance with all relevant HR and financial regulations.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

## **School Administration:**

- Provide administrative support to the school, acting as the first point of contact for visitors, staff, pupils, and parents, and ensuring a professional and welcoming reception service.
- Undertake reception duties, including answering telephone and face-to-face enquiries, responding to routine requests for information, and managing the signing-in and safeguarding procedures for visitors.
- Provide routine administrative and organisational support to the school under the direction and guidance of senior leaders.
- Maintain and review files held on the school's shared drive, ensuring information remains accurate, relevant, and up to date, and identifying documents requiring archiving or removal.
- Prepare, maintain, and update a range of school documents, information leaflets, forms, packs, correspondence, and standard letters, ensuring accuracy and consistency.

## **Human Resources:**

- Coordinate and support the induction of new staff, ensuring they are familiar with school procedures and the use of office and ICT equipment.
- Liaise with supply agencies and support the Leadership Team in sourcing and booking supply staff as required.
- Ensure that all staff and relevant external agency personnel undergo the appropriate pre-employment checks in accordance with Keeping Children Safe in Education (KCSIE) requirements, maintaining accurate and up-to-date records.
- Maintain and regularly update records of mandatory staff training, including safeguarding, health and safety, GDPR, and other statutory requirements, communicating training requirements and updates to staff as necessary.
- Maintain accurate and confidential personnel records, ensuring all documentation is efficiently managed and kept up to date.
- Liaise with Schools' HR and Payroll services regarding the administrative aspects of the recruitment, appointment, and employment of teaching and support staff, ensuring compliance with employment legislation, equal opportunities requirements, and conditions of service.
- Prepare all recruitment documentation, including job descriptions, person specifications, recruitment packs, and Recruitment Approval Forms (RAFs). Arrange pre-interview visits where required, coordinate shortlisting documentation, and issue interview invitations to shortlisted candidates.
- Coordinate post-interview administration, including the preparation of induction packs, issuing offer letters, obtaining references, and arranging Disclosure and Barring Service (DBS) checks.
- Ensure timesheets for additional hours worked by teaching and support staff are completed accurately, submitted to the Headteacher for authorisation, and entered onto iTrent in a timely manner.
- Support the completion and submission of the annual School Workforce Census.

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- Ensure staff absence records are accurately completed and recorded on iTrent, Bromcom, and the school Google Calendar in a timely manner, maintaining accurate attendance and absence records.

### **Finance:**

- Ensure that efficient and secure procedures are maintained by all staff for the collection, handling, safeguarding, and distribution of cash.
- Ensure compliance with financial regulations and maintain accurate financial records and documentation.
- Manage the placement of orders, processing of invoices, and payment of bills from the School Fund on behalf of the Headteacher.
- Process and submit staff expense claims, ensuring all claims are supported by appropriate documentation, authorised in accordance with school procedures, and processed in a timely manner.
- Administer and maintain the school's petty cash system, ensuring all transactions are accurately recorded, supported by appropriate receipts and documentation, and reconciled regularly in line with the school's financial procedures.
- Manage monies collected for school trips, educational visits, photographs, and other school activities, issuing receipts to parents where required and ensuring payment records on School Money are accurate and up to date.
- Produce and reconcile end-of-trip financial statements for all educational visits and school journeys.
- Maintain and regularly update the school's contracts register, ensuring records remain accurate and compliant with statutory and local requirements.
- Maintain an accurate inventory of school equipment and assets, ensuring updated records are submitted to the Local Authority insurance department as required.

### **Fulfil Wider Professional responsibilities:**

- Work collaboratively with others to develop effective professional relationships.
- Make a positive contribution to the wider life and ethos of the school.

### **Other:**

- Be a fire warden for the school office, ensuring documents are taken to the relevant fire point.
- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.
- Undertake similar duties commensurate with the level of the post as required.
- Perform any reasonable duties as requested by the Headteacher.

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