



# Winston Way Academy

The best in everyone™

Part of United Learning



## CANDIDATE PACK

### JOB ROLE: School Administrator

Ambition | Confidence | Creativity | Respect | Enthusiasm | Determination



**United Learning**  
The best in everyone™



## WELCOME FROM THE PRINCIPAL

Welcome to Our School, we are a proud, diverse and vibrant school within the Heart of Ilford.

At our school, we believe that every child is full of potential, and it is our privilege to help them grow into confident, creative, and compassionate individuals. Our values are at the heart of everything we do, shaping the way we learn, play, and support one another.

We encourage our pupils to be **ambitious**—to aim high, believe in themselves, and strive to achieve the very best for themselves and others. We nurture **confidence**, giving children the courage to take risks, speak up for what is right, and embrace new challenges with a positive mindset.

**Creativity** is celebrated across the curriculum, as we inspire children to imagine possibilities, explore ideas, and bring their visions to life. Whether through art, writing, problem-solving, or play, we value original thinking and innovation.

We promote a culture of **respect**, where every child feels safe, valued, and heard. Respect for ourselves, for others, and for our environment is woven into daily school life, helping us build a kind and inclusive community.

Our pupils show **enthusiasm** in all they do—seeking out opportunities, discovering their talents, and developing a lifelong love of learning. And when things get tough, we rely on our **determination** to persevere, overcome obstacles, and keep moving forward with resilience and pride.

Together with our dedicated staff and supportive families, we create a learning environment where children flourish academically, socially, and emotionally. We are proud of our school and excited for all that lies ahead.



David Booth, Principal



We are delighted to be Redbridge's only school chosen to showcase excellence in Attendance and Early Years as part of the London RISE Open Education Fortnight, a pan London celebration of great practice, collaboration and professional learning.





## THE ROLE SUMMARY AND PURPOSE

<b>ROLE:</b>	School Administrator (Maternity Cover)
<b>REPORT TO:</b>	Business Support Officer, Principal and EBM
<b>HOURS:</b>	Full Time 37.5 hours per week
<b>SALARY:</b>	<b>£30,486 FTE / Pro Rata £27,654</b>
<b>CLOSING DATE OF THE APPLICATION:</b>	7 April 2026
<b>CONTRACT:</b>	<b>Fixed Term: Full time, Term Time + 2 weeks</b>

### ROLE SUMMARY

As a school administrator, the post holder will be expected to promote the highest standards of achievement and attendance across the academy. You will provide a range of administrative, technical, and practical services to support the effective and efficient running of the academy. As part of your role, you will provide professional and cohesive support to the Principal, Business Support Officer and the EBM, including secretarial and administrative duties. You will offer operational and communication support to the school led by the Principal and fulfil current roles and responsibilities within the school. The postholder is expected to follow Keeping Children Safe in Education, United Learning safeguarding procedures, and maintain the highest standards of professional conduct in all interactions with pupils, staff and families.

### ROLE PURPOSE

- To provide effective and efficient administrative support to the East London Cluster schools.
- To support the school's administration function with primary responsibility for the operation of Arbor.
- To monitor and actively manage attendance and punctuality across the school to minimise absenteeism.
- To monitor and actively manage procedures relating to admissions, managing induction procedures for new starters (pupils) and securing the transfer of both manual and computerised records for new pupils and leavers.
- As first point of contact, to provide a welcoming and professional reception service to all visitors and callers to the school.





# ADMINISTRATION

## ADMINISTRATION

- Manage incoming communications (email, phone, post), liaise on behalf of senior leaders, and provide full administrative support for meetings including agendas, minutes, paperwork and diary management.
- To ensure that the office is a welcoming venue for all parents, visitors and others who come to the school.
- To respond in a professional manner to all callers and visitors, following safeguarding procedures, arranging appointments, and providing hospitality as necessary.
- Responsibility for adding/removing/editing pupils on Arbor with all relevant information including entitlement to free school meals and including the transmission and downloading of CTF files.
- To assist the teachers with booking of venues and transport for trips and maintain associated records.
- Liaise with outside agencies, pass on messages, and update the school diary.
- Responsibility for ordering and stock control of general office and school supplies ensuring best value for money. Posting purchase orders on the Focal Point system and receipting goods once received on the Focal Point system.
- Completion of the termly DfE school census / LA / UL returns.
- Management of door access fobs and ensuring new staff members are set up on the school Inventory system.
- Manage school uniform with external providers and the selling of items to parents.
- To take direction and work closely in collaboration with the Business Support Officer
- Maintain the school's information and display boards.
- Any other reasonable duties consistent with the grade and responsibilities of the post, while maintaining professional boundaries and safeguarding responsibilities.
- Assist the Business Support Officer to coordinate and maintain the school clubs.
- To organise school visits, liaising with the Business Support Officer.
- Assist with preparation, collation, and distribution of reports/documents as required.
- Provide secretarial services, including diary management, recording staff absences to HR via a spreadsheet and any other tasks to optimise the Principal's time. Coordinate with Heads of Schools, Principal, Central Office, external agencies, and senior staff members attending the same meetings.
- Follow up on deadlines set
- Workload will vary throughout the year, with peak periods during admissions cycles, census deadlines, term transitions, parents' evenings and major school events. The postholder is expected to manage priorities effectively during these times.



# ADMISSIONS & ATTENDANCE MANAGEMENT

## ADMISSIONS

- To maintain accurate and up to date records of all pupils on roll/waiting lists for places at the school.
- To liaise with the Local Authority and manage the system for registration of new pupils with the necessary paperwork.
- To keep the Principal always informed regarding all admissions matters including status of enrolments and all changes to pupil numbers during the year.

## ATTENDANCE MANAGEMENT

- All attendance duties are carried out under the direction of the Senior Leadership Team and the School Attendance Officer, ensuring concerns are escalated appropriately to the Designated Safeguarding Lead.
- Ongoing monitoring of attendance and punctuality for all pupils.
- Ensure that registers are completed daily.
- Liaise with the Senior Leadership team, SENCO, School Attendance Officer and other relevant staff regarding students who are of concern.
- Send out letters of concern to individual families following discussion with attendance officer.
- Raise attendance issues with parents; meeting parents in order to support them to improve attendance and monitor the impact of actions.
- Record parent/carer absence calls and ensure that the reason and any other pertinent information is documented. File absence letters/medical letters in pupil files.
- Communicate with parents on first day of absence via phone call or emails where a phone call is unsuccessful.





# WELFARE & FIRST AID

## WELFARE

To work with vulnerable families and children in a variety of ways to improve overall welfare and progress. All welfare-related tasks must be completed under the guidance of the Designated Safeguarding Lead (DSL) or Deputy DSL. The postholder is not responsible for leading safeguarding casework independently.

This will include:

- Ensure that all welfare and attendance work complies with statutory safeguarding requirements, reporting concerns immediately to the Designated Safeguarding Lead in accordance with school and United Learning policies.
- Family Support for families with attendance and related issues
- Supporting pupils in school with a range of welfare issues
- Contribute to CAF/Early Help processes under the direction of the DSL or Attendance Officer. Report safeguarding concerns immediately to the DSL, following school and United Learning safeguarding procedures.
- Early identification of risks and working with pupils, families and other agencies to minimise risks and barriers to learning.
- Keep secure, clear, accurate and confidential records of students' progress providing information to other professionals, reports for case conferences and other relevant record keeping.
- Responsible for child protection issues which arise in the course of your Attendance and Welfare work more specifically when they are related to absence from School or to a child who forms part of your caseload.

## FIRST AID

- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/ staff etc.
- Attend H&S meetings and take minutes when required
- Place first aid orders to replenish stock as and when required.



# OPERATIONS AND COMMUNICATION MANAGEMENT

## OPERATIONS

- Draft communications (letters, emails etc.) on behalf of the school
- Manage the communications both within, and externally for all schools led by the Business Support Officer and Principal
- Collate information from teaching staff Create the school Newsletter, to be communicated to parents and staff.
- Manage all complaints coming to the school, from start to finish.
- Communicate with parents and staff regarding events taking place in school, i.e., Parents Evenings
- Respond to incoming communication in a timely manner.
- Manage the logistics of events held by the schools, liaising with the relevant people to ensure a smooth and successful delivery.
- Manage all aspects of logistics and hospitality at all school events.  
Provide support to admin teams within the schools led by the Business Support Officer
- Maintain and update the school website and social media platforms, ensuring compliance and accurate communication, under the direction of senior leaders.
- Provide administrative HR support under the direction of the Business Support Officer or Executive Business Manager (e.g., recording staff absences accurately, maintaining required HR documentation), ensuring confidentiality and safeguarding procedures are followed at all times.
- Work with the PR and marketing team to communicate information for press releases about school events, as required.
- Communicate on behalf of the Principal as and when required.





# CULTURE

## CULTURE

- Uphold statutory safeguarding duties at all times and actively contribute to a culture where the safety and wellbeing of pupils is paramount.
- Promote equality, diversity and inclusion in all interactions with pupils, staff, parents and visitors, ensuring an environment where everyone is treated fairly and with respect.
- Support the school's values and ethos by contributing to the development and implementation of policies practices and procedures including telephone protocols.
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Maintain confidentiality and a professional relationship with the parents in all matters
- Help develop a school culture and ethos that is utterly committed to achievement.
- Support and work in collaboration with colleagues providing support as required.

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS &amp; EDUCATION</b>	<ul style="list-style-type: none"> <li>• Minimum C grades in at least 5 GCSEs including English and Maths</li> <li>• Level 3 qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to a degree level</li> <li>• First Aid qualification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Sound experience of the full range of administrative tasks</li> <li>• General knowledge of office procedures</li> <li>• Experience with school safeguarding procedures</li> <li>• Dealing with Children</li> <li>• Highly developed organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in Reception / use of switchboard</li> <li>• Arbor experience</li> <li>• Experience of working within a school</li> <li>• Experience using Microsoft 365</li> <li>• Experience using CPOMS, Inventory,</li> <li>• Knowledge of school data compliance (GDPR)</li> <li>• Experience supporting families with EAL needs</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Familiarity with Safeguarding Policy</li> <li>• Some experience dealing with Attendance and Admissions in a school setting</li> </ul>	
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Competent in the use of a wide range of ICT packages including Microsoft office: Word; Excel; PowerPoint</li> <li>• Ability to communicate effectively, verbally and in writing, with members of the public, colleagues, pupils and official visitors</li> <li>• Ability to prioritise own workload and identify problems that may require actions by others</li> <li>• Work constructively and flexibly as part of a team, understanding school roles and responsibilities.</li> </ul>	



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>SKILLS CONTINUED</b>	<ul style="list-style-type: none"> <li>• Ability to establish, improve and develop systems</li> <li>• Ability to work calmly under pressure, prioritise work and meet deadlines</li> </ul>	
<b>QUALITIES</b>	<ul style="list-style-type: none"> <li>• A highly professional approach to their work</li> <li>• Ability to maintain confidentiality and a professional relationship with the parents in all matters concerning the pupils and the school.</li> <li>• The ability to thrive in a 'no excuses' culture</li> <li>• Great energy, enthusiasm and hope</li> <li>• A real drive to make things happen</li> <li>• A passionate desire to make a difference</li> <li>• Positive, professional and approachable manner, with the ability to build strong relationships with staff and families</li> <li>• Resilience</li> <li>• Discretion</li> <li>• High attention to detail</li> <li>• Ability to multitask in a fast-paced school office</li> </ul>	



## HOW TO APPLY

To join our dedicated and talented team click apply or visit our careers page at <https://www.winstonwayacademy.org.uk/vacancies>

## DEADLINE

The deadline for applications is 7 April 2026. Interviews will take place soon after.

We reserve the right to interview and offer a strong candidate prior to the closing date. It is strongly recommended that candidates submit their applications as soon as possible. Only successful shortlisted candidates will be contacted.



## SAFEGUARDING NOTICE

Winston Way Primary Academy is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people. All offers of employment are subject to:

- Enhanced DBS check
- Satisfactory references
- An online search
- Verification of qualifications
- Right to work checks
- Where applicable a prohibition check
- Keeping Children Safe in Education (KCSIE) compliance





## LOCATION

**Winston Way Academy**  
Winston Way, Ilford, Essex, IG1 2WS

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