



# **Northleigh CE Primary School**

**Part of the Mercian Educational Trust**

**School Administrator**

**Scale 3**

**21 hours per week**

**Term time only+ Inset days**

**Closing Date: 11<sup>th</sup> March 2026**

**Interview: 19 March 2026**

**Start Date: Monday 18<sup>th</sup> May**

**Head of School: Mrs Michelle Everett**

**Executive Headteacher: Mr Stuart Bill**

**CEO: Mr Dafydd Lawday**



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## Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of School Administrator at Northleigh, part of the Mercian Educational Trust. We are a growing and ambitious school with the most amazing children and a fantastic and supportive staff team who offer our pupils engaging and inspiring learning opportunities every single day.

We are looking for a School Administrator to join our team who understands the importance of working in the school office and is fully supportive of our vision and values. Someone who will demonstrate that they can offer our community commitment and skill to enhance the administrative function of the school.

If you want to find out more about our school, you may choose to view our website [www.northleighceprimary.org](http://www.northleighceprimary.org) or our active social media feeds. Visits to the school are welcomed - it would be a pleasure to meet you and to show you around our wonderful school.

Yours faithfully,

Stuart Bill

Executive Headteacher



## The Recruitment Process

### Closing Date: Noon 11<sup>th</sup> March 2026

All applicants are required to fully complete the Mercian Educational Trust application form which can be found on the [MET website](https://www.metacademies.org.uk). Completed applications should be emailed to our School Office at [npsoffice@metacademies.org.uk](mailto:npsoffice@metacademies.org.uk) or delivered to the school office. Applications in any other format will not be accepted.

Applicants must enclose details of two references. These must be recent; usually one will be a current employer who can comment on your suitability to work with children, however, if this is not possible, this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all short-listed candidates and require both references to be received before the interview. We may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicant's suitability for the post linked to the job description and person specification. Please ensure your application matches these requirements. The closing date is noon 11<sup>th</sup> March 2026.

Applicants will be invited to interview via email following shortlisting, with the interview date planned for Thursday 19<sup>th</sup> March 2026.

Please contact our School office on 01684 574889 or via email at [npsoffice@metacademies.org.uk](mailto:npsoffice@metacademies.org.uk) for further details or if you have any questions.

*Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

*All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check*



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## We are looking for...

Are you efficient, friendly, and passionate about providing an excellent support service to our children, staff and visitors?

Have you got excellent organisational and interpersonal skills?

Do you have the ability to multitask in a varied role?

The Northleigh team are highly effective communicators who work collaboratively and efficiently to achieve shared goals. They are positive, dedicated individuals who are fully committed to the school's vision and values, and most importantly, to the children we serve. The team are approachable and personable, building strong and supportive relationships with colleagues, families, and other stakeholders. They demonstrate excellent organisational and problem-solving skills, contributing to a culture of professionalism, trust, and continuous improvement.



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## About Our School

Northleigh CE Primary School is a fully inclusive school who have high expectations and aspirations for all our pupils in order to enable them to flourish. Our school motto is: **Be Brave. Be Strong. Be Fearless. You are never alone.**

We aspire to this for our whole school community and through our curriculum we will enable our pupils to become intrinsically Brave, Strong and Fearless for life. We are looking for an individual who shares our vision for both themselves and the children in their care.

In their Northleigh journey, pupils will engage in a wide range of experiences which will develop their curiosity; provide opportunities for challenge and risk and enable them to overcome adversity.

We will prepare our pupils for life and learning by embedding our Church values and sense of community spirit. Northleigh pupils will be independent thinkers with a strong understanding of self they will be able to demonstrate empathy, respect and tolerance for others.

### Our Overarching aims:

- Purposefully enhance our curriculum to promote active learning, enabling all groups of pupils to make accelerated progress.
- Foster and enable our whole school community to become positive change makers.
- Develop a culture where our school qualities of bravery, strength and fearlessness (curiosity) are intrinsic.

Northleigh CE Primary School is part of the Mercian Educational Trust (MET), which is a Multi Academy Trust based within Worcestershire. The majority of MET schools are in close proximity to Northleigh providing a strong support network and effective collaboration.



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## Responsibilities

A School Administrator within a Mercian Educational Trust schools is expected to:

- Complete a variety of tasks requiring detailed knowledge and specialist skills.
- Demonstrate creativity within the general framework of recognised procedures.
- Have contact with other people relating to issues which are generally not contentious but where the outcome may not be straightforward.
- Work within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.
- Have responsibility for the accurate handling and security of cash, cheques or financial resources and/or have responsibility for ordering stocks and materials for the whole school.
- Work is subject to deadlines involving changing problems, circumstances or demand.
- Promote and enact safeguarding the welfare of children and young persons with whom you come into contact.
- To promote a friendly, inviting and professional and courteous environment as the first point of contact for visitors to the school.
- Deal with reception/visitor etc. matters
- Support the organisation school trips/events etc.



## Responsibilities

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake word-processing and IT based tasks
- Provide administrative and organisational support to other staff
- Complete and submit complex forms, returns i.e. school census and nursery funding portal, including those to outside agencies e.g. DfE
- Undertake certain administrative duties with the collection of school income including Nursery and Wraparound.
- Monitor and manage inventory of new equipment and removal of defective equipment.
- Manage administration of facilities including use of school premises i.e. lettings
- Assist with marketing and promotion of the school
- Undertake required financial administration procedures as per the trust finance & HR handbook
- Capture and record all pupil absence information using Arbor data system and produce relevant attendance report
- Update school website
- Effectively communicate with all stakeholders of the school from face to face, letters, telephone and text
- Ensure the admin office & reception area is kept tidy and presentable at all times
- Securely store any confidential and sensitive data
- Booking of courses and conferences as requested and keeping a record of staff training
- Assisting in maintenance of the Single Central Register and oversee the appropriate vetting of visitors to site in accordance with keeping children safe statutory guidance

**This post requires the ability to perform a role that involves frequent contact with children**

**This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020**





# Person Specification

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Training and qualifications	Essential	Desirable
GCSE/O-Level equivalent: Maths and English Grade C+	•	
Vocational qualification in finance or administration		•
Experience, knowledge and understanding		
Proven experience in administrative work	•	
Good literacy and numeracy skills	•	
Good organisational skills	•	
Ability to build effective working relationships with pupils and adults	•	
Able to communicate efficiently with parents, pupils and other stakeholders as necessary	•	
Willing to work closely within a team offering support to other team members	•	
Prepared to learn administration of new software	•	
Aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, financial standards and data protection	•	
Able to work well under his/her own initiative	•	
Accurate and proficient in all tasks demonstrating attention to detail	•	
Capable of meeting strict deadlines	•	



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Characteristics and competencies	Essential	Desirable
Ability to promote the school's aims positively.	•	
Ability to develop good personal relationships within a team; making an effective contribution to high morale.	•	
Commitment to safeguarding pupils' wellbeing and equality	•	
Boundless enthusiasm, determination and drive to inspire others to achieve high standards	•	
Reliable and punctual	•	
An appetite and stamina for challenging work	•	
A solution-focused mind-set and determined "no-excuses" approach to tasks	•	
A personable nature to build effective relationships with parents and all members of the school community	•	
A lively, creative and good-humoured approach to all aspects of school life	•	
Ability and keenness to promote the school's positive culture and ethos	•	



## Benefits of Working with Mercian Educational Trust

### Salary Sacrifice Schemes

Cycle to work, Electric Vehicle Leasing and Tech Benefits

### Employee Health Assistance

Our employee assistance programme gives you access to confidential, independent, and unbiased information and guidance 24/7. Employees also have access to the Wisdom App which supports wellbeing and mental health.

### Career Progression

We want to encourage the career progression of our employees wherever possible, and we support staff who wish to move between our schools and the central teams when suitable roles arise.

### Pension

As a teacher, you will automatically enrol into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.

### Collaboration

All employees have opportunities for collaboration, CPD and access to support from the central team. Teaching staff also have opportunities for guidance in all areas of the curriculum and assessment and sharing good practice.

### Eye tests and Flu Jabs

All employees can access free eye tests and annual flu jab.

### Free Car Parking

All employees have access to free car parking on or near the school premises.

### Childcare – Wraparound discount

Employees can access wraparound care provided at any of our schools at a reduced rate of 50%. Please note: Discounts do not apply to Nursery provisions.



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