



# ROBINSWOOD PRIMARY ACADEMY



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

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**RECRUITMENT PACK**

Robinswood Primary Academy,  
Underhill Road,  
Matson,  
Gloucester, GL4 6HE



Telephone: 01452 530430 / Email: [admin@robinswoodprimary.co.uk](mailto:admin@robinswoodprimary.co.uk)

Dear Candidate

Thank you for your interest in the role of School Administrator at Robinswood Primary Academy. This is a great time to be joining us as we're amalgamating with nearby Moat Primary Academy on our site from 1st September 2025, so you'll be part of our exciting journey. We're combining our resources, expertise and facilities to provide even greater educational opportunities for the local community for years to come and following a collaborative process that invited input from both school communities we will be renamed Hillside Primary School from 1st September 2025.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Robinswood Primary Academy is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our HR Manager, Neil Ramsey: [nramsey@greenshawlearningtrust.co.uk](mailto:nramsey@greenshawlearningtrust.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Rebekah Millward, Headteacher

## **ABOUT OUR SCHOOL**

At Robinswood Primary Academy, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Robinswood Primary Academy a better chance of success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of school life.

### **Ambition**

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

### **Excellence**

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

### **Pride**

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

### **Role information**

We are recruiting for a School Administrator, to start as soon as possible in the new academic year.

Our new amalgamated school will be two form entry with its own pre-school, catering for children aged 2-11, with additional classes in Years 4, 5 and 6 initially.

Our well-planned transition is in full swing, including a refurbishment and redecoration of our school buildings. Our doors will open to the children on 8th September 2025, meaning our staff will have a full week of Inset time to be fully prepared for the opening.



# TERMS AND CONDITIONS

## CONTRACT

Permanent.

## SALARY

Salary calculated in line with NJC pay scale, points 15 - 20, £29,093 - £31,586 per annum (£25,089 - £27,354 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

## HOURS OF WORK

Monday to Thursday, 8am to 4pm. Fridays 8am to 3.30pm. (37 hours per week.)

Term time only, including all INSET days.

## PLACE OF WORK

Robinswood Primary Academy, Underhill road, Matson, Gloucester, GL4 6HE

## PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

## HOLIDAY ENTITLEMENT

- The annual holiday entitlement is 23 days plus 2 extra-statutory days.
- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

# JOB DESCRIPTION

<b>Post:</b>	School Administrator
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	N/A

## ROLE OVERVIEW

To be a welcoming, main point of contact for pupils, parents and staff in the busy school reception office. To deliver excellent administrative functions in order to assist in the smooth running of the school. To maintain accurate accounts and systems of financial control with relation to school funds.

The post holder is required to interact on a professional level with colleagues and to seek to establish and maintain productive relationships in order to work as part of a team committed to providing the best possible quality of teaching and learning in the school.

## GENERAL REQUIREMENTS OF THE JOB

- Must contribute to the overall ethos / work aims of the school
- Must carry out all duties in accordance with the school's Health and Safety Policy and to contribute to the review of this policy
- Must be aware of, and comply with, policies and procedures relating to Safeguarding and Child Protection, confidentiality and data protection. Reporting all concerns to an appropriate person
- Should ensure that their appearance and hygiene is kept to the highest standard
- To assist in the promotion of the school to different members and audiences and raising the school profile in the local community
- Act as a first aider if required (after appropriate training)

## MAIN DUTIES AND RESPONSIBILITIES

- Keep the school reception/office a tidy and efficient place to work
- Ensure that all confidential documents are secure and out of view of any unauthorised person(s)
- Comply with all GDPR regulations and the Data Protection Policy
- Work closely and in confidence with the Headteacher and GLT colleagues to ensure the school meets statutory requirements such as pupil census, pupil electronic transfer of documents and appeals
- Maintain the school's information management system and produce reports as required
- Ensure all visitors are recorded, issued appropriate badges/lanyards and ensure the appropriate DBS details are passed to finance and admin so that the single central record can be updated in a timely fashion
- Receive and deal appropriately with parents, visitors and contractors

- To provide administrative and printing/copying support to school staff as appropriate
- Receive post, distribute and process as appropriate. Post any external mail as appropriate
- Deal with telephone calls in a timely manner
- Collect monies online for trips and lunches and record accurately
- Oversee the general administration of school lunches
- Organise the purchase and distribution of school uniform
- Keeping up-to-date financial records on all processes and provide information for audit when required
- Check stationery levels and order as appropriate
- In conjunction with the Headteacher, collate information for GLT colleagues and send in a timely fashion
- Ensure that GLT colleagues are made aware of any appropriate situations they may need to deal with
- In the absence of any attendance officer, help and support the Headteacher with contacting the appropriate parents and recording any outcomes
- Assist and support the Headteacher during parents' evenings and open days
- Receive goods in, check orders and working with the recipient to ensure that goods are removed from the reception area in a timely fashion to ensure the area remains a pleasant and safe environment
- Update the school website as required
- Act as a staff coordinator in any emergency situation and as a second "Responsible person" in the event that the Headteacher is not available
- Be a First Aider
- Attend and act upon information provided from appropriate training courses
- Any other duties commensurate with the duties/responsibilities/grade of the post
- Some lifting of equipment, packages and supplies may be required on a regular basis.

## **SAFEGUARDING**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

# PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
<b>Qualifications and training</b>		
Good general standard of education (Grade C or above in English and Maths)	x	
<b>Experience</b>		
Experience of planning/recording and general administration	x	
Conversant with Google IT packages	x	
Ability to reconcile bank accounts	x	
Experience of working in a school environment		x
Working knowledge of school related management information systems, preferably Bromcom		x
Stock control		x
<b>Skills, knowledge and attributes</b>		
Ability to work as part of a team and to use own initiative when appropriate	x	
Good accurate typing skills along with sound knowledge of word processing, spreadsheets and presentation packages	x	
Communicate effectively in English (both orally and in writing) to an appropriate standard with staff, children and external clients	x	
Ability to maintain a professional manner at all times especially in challenging situations	x	
Ability to display an understanding of social/welfare issues as they affect children, families and schools	x	
Observe the boundaries of the role and respect confidential information	x	
Ability to effectively prioritise tasks when dealing with a number of time sensitive issues	x	
Knowledge of safeguarding procedures		x
Website administration		x
Familiar with the General Data Protection Regulations / Data Protection Act		x

<b>Personal characteristics</b>		
Tolerant and calm under pressure	x	
Well-organised, creative & resourceful	x	
Motivated - willingness to undertake training	x	
<b>Other</b>		
First Aider or willing to train	x	
Suitability to work with children	x	
Able to maintain confidentiality on all school matters	x	
Ability to undertake all physical aspects of the post	x	



# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 03/09/2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

Interviews will be held during the week beginning 08/09/2025. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

The successful applicant will take up the post as soon as possible within the new academic year.



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LEARNING TRUST



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