

Job Description and Person Specification for the Position of

School Administrator

At St Philip's CE (A) Primary School

February 2025

St Philip's CE (A) Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an enhanced DBS check, two satisfactory references and a disclosure of Criminal Record and Disqualification Declaration.

In line with guidance from the Safer Recruitment Consortium, an online search will also be completed for shortlisted candidates.

At St. Philip's, we are dedicated to creating an inclusive and supportive environment where every child and their family can thrive. We are seeking a committed and highly professional School Administrator to join our team.

Hours of work: 32.5 hours per week, Monday - Friday 8.30am – 3.30pm with a 30 minute lunchbreak (unpaid), term time 1 further week to be worked during school holidays.

Start Date: As soon as possible

Are you an organised and detail-oriented administrator? Do you thrive in a fast-paced environment and enjoy providing first-class administrative support? If so, we want to hear from you! We are seeking to appoint a reliable and enthusiastic team player with a can-do attitude. You will be first point of contact for the school, dealing with enquiries from parents, pupils, staff and members of the public, as well as carrying out a range of general office duties to support the school.

The successful candidate will have good organisational, communication and IT skills and will be able to project a positive and professional image of the school at all times. Preferably, you will have previous experience of working in a school or you will have worked in a busy office/professional environment.

It is essential that you have Maths and English GCSEs graded between 9-5 (A to C), or equivalent.

You will need:

- Strong administrative experience in a busy office, experience of working in a school office would be ideal.
- Excellent organisational and communication skills with the ability to manage multiple tasks and deadlines.
- Proficiency in IT, including Microsoft Office (Word, Excel, Outlook).
- A proactive and team-oriented mindset, with a keen eye for detail.
- Discretion and professionalism when handling confidential information
- A commitment to our values of respect, inspiration, courage, hope, thankfulness and trust.

Key Responsibilities:

As a School Administrator, you will be the first point of contact for families and visitors to the school and play a key role in safeguarding the whole school community. You will work closely with staff, external agencies, and community organisations to provide tailored assistance, ensuring that families receive the support they need both at school and at home.

Why Join Us?

At St. Philip's, we are a supportive and inclusive team, passionate about making a difference in the lives of our students and their families. We offer a friendly work environment, ongoing professional development opportunities, and a chance to contribute to the school's values and ethos.

Further Information :

If you are dedicated to supporting families and helping children thrive, we would love to hear from you. Visits to the school are welcomed and encouraged, contact Nat Day on 01223 508707 or HR@stphilips.cambs.sch.uk. Application Forms are on our website www.stphilips.cambs.sch.uk.

ST PHILIP'S CE (A) PRIMARY SCHOOL - SCHOOL ADMINISTRATOR JOB DESCRIPTION

Responsible to: School Office Manager and School Business Manager

Pay Scale: Scale 4 Point 07-11 (£25,584 - £27,269 FTE)

SCHOOL OFFICE

- Providing a first point of contact and comprehensive reception service, dealing with callers, visitors, parents, children and deliveries face to face, by phone or email
- Safeguarding of children and site by following visitor sign-in process, checking credentials and escorting visitors as appropriate
- Respond to correspondence and e-mails on behalf of the school, handle routine enquiries appropriately, pass other matters to the relevant staff members
- Ensuring the shared Whole School Diary is up to date (MS Outlook)
- Create and distribute weekly parent newsletter to school community, staff and stakeholders
- Co-ordinate bookings of rooms for meetings
- Administrative support to Senior Leadership Team including diary planning and event co-ordination
- Raise orders for stationary and consumables as required for the school office when necessary
- Support classroom staff with calls for behaviour and first aid support, triage facilities and IT issues and delegate to site manager, cleaning staff and business manager as necessary
- Understand and comply with GDPR requirements and guidelines on confidentiality, child protection, health and safety and security, reporting any concerns to the appropriate member of SLT
- Ensuring that the school ethos and values are upheld

ATTENDANCE & ADMISSIONS

- Daily monitoring of school registers and pupil absence and initiating first day contact for absent pupils by contacting pupil's parent/guardian
- Sign in and out pupils during the school day (including latecomers) and escort to class as necessary
- Responsible for pupil admissions, following the Local Authority Admission Policy for intake and pupil leavers
- Ensure files and information for pupil leavers are transferred to new schools or stored in line with GDPR requirements
- Responsible for arranging school visits and information for mid-year starters and organisation of admission date.
- Responsible for the administration of the annual intake of new pupils working with the EYFS Stage Leader, including importing ATF and CTF files onto the schools database, collating information for parents.

PUPIL DATA

- Ensure management system (Arbor) are up to date and correct for recording, storing, retrieving and analysing information on pupils and producing the required reports.
- Maintain paper pupil files as required
- Input pupil data on Arbor as required including contact details etc. including for all new admissions
Responsible for all end of year procedures for pupils including the creation of a new academic year, setting up next year's registration groups, etc. together with the promotion of pupils from one year into the next on the schools Arbor database.
- Provide information for Headteacher's report to the Governing Body

PUPIL & PARENT EVENTS

- Set up and communicate booking systems for parent consultation events and school productions
- Administration of school trips including
- Organise extra-curricular clubs in liaison with staff and external providers. Manage the online sign-up system, ensuring that club leaders and parents are aware of any changes to routine.
- Assist with school events, as required.

This job description was discussed and agreed

Signed _____ Date

(Job holder)

Signed _____ Date

(Headteacher)



PERSON SPECIFICATION for the School Administrator

	Essential	Desirable	Possible Evidence
Qualifications	Good literacy and numeracy skills to GCSE standard or equivalent.	Confident user of ICT, with evidence of training in Word; Excel and Outlook	Application Form Copies of certificates
Experience	Experience of working in a busy office environment, ideally a school.	Evidence of further professional development or examples in form a professional setting	Application form Letter of application Portfolio
Professional Knowledge, Understanding & Skills	Ability to prioritise own work load and ensure deadlines are met. Ability to work well as part of a team, supporting colleagues and responding to rapidly changing demands.	Familiarity with a school MIS (Arbor) computer system, though training will be available. Ability to update/maintain web pages	Application form Letter of application Portfolio Interview
People Management Skills	Communicate effectively with pupils, parents, governors & colleagues Excellent interpersonal skills with a range of external stakeholders Can work as part of a team but lead when necessary	Experience of working in a busy office team.	Application form Letter of application Portfolio Interview
Other Personal Qualities	Flexibility and a sense of humour. Possess professional confidence and are able to work independently Possess good organisational skills Sociable & outgoing	Supportive of the ethos of a Church of England School	Application form Letter of application Portfolio Interview

Above all, you need to like children, want the very best for them and be prepared to put their needs first. You recognise the importance of educating the whole child, including all learners and achieving high standards, within a creative, broad and innovative curriculum.

As this role will involve working when the children are on site it is deemed to be a 'regulated activity' and you will be required to fulfil certain criteria.

Before you proceed with your intention to apply for a position or to support us, please take full consideration of the following points.

- All successful candidates will be subject to an Enhanced DBS check, including a Barred List check where applicable to the role. Where you have been shortlisted for a role, you will be required to complete a Declaration of Offences Form, disclosing all relevant previous criminal convictions and cautions. Please contact the Head teacher to discuss this step further if you wish.
- If you are shortlisted for the position you are applying for, we will carry out an online search against you, for information that is publicly available online and usually before interview. This will include social media accounts you may hold.
- We will assess your knowledge of safeguarding by asking specific questions about this area of our role during the interview process and your answer to this question will form part of our decision-making process.
- You will be provided with an induction process, and you are expected to engage with this monitored process.
- Our safeguarding policies and procedures will be explained during your induction and on a regular basis.
- St Philip's complies the Childcare Act 2006 and the Childcare (Disqualification) and childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2008. All shortlisted candidates whose role will involve the responsibility for the provision or management of such childcare (including teaching) shall be required to declare that they are not disqualified from undertaking such work.
- Application forms must be completed in full. Please pay particular attention to your work history and inform us of any gaps in employment. Please write an accompanying letter showing how you meet the person specification for a School Administrator and any experience that you have.
- Please ensure you state full details of your qualifications.
- We prefer to seek references prior to interviews.
- Any discrepancies will be addressed during the interview process.