



North Worcester
Primary Academy

School Office Administrator

Application Pack

An extraordinary education for every pupil



Welcome

North Worcester Primary Academy and pre-school is an impressive free school which is part of the highly regarded Rivers C of E Academy Trust, specialists in early years and primary provision.

We have high expectations of teaching and learning whilst also being mindful that our parents want more than just academic achievement. We offer an exciting and varied curriculum designed to challenge all abilities and give our pupils the right tools to prepare them for the next stage of their life.

We offer a large, vibrant learning space with extensive grounds including two forest schools and a large playground with an all-weather astro sports field, alongside state-of-the-art facilities including whole class sets of i-Pads and a specialist design-technology classroom.

Overview

North Worcester Primary Academy is situated within walking and cycling distance of Perdiswell, Northwick, Claines and Fernhill Heath.

We currently have over 360 pupils from age 3 years in our pre-school, up to Year 6.

Ethos

Since opening in 2019, we have developed an excellent learning environment. Our enthusiastic staff work hard to create a safe and inclusive school where children feel happy and are excited to learn.

Performance

Our latest Ofsted judgment: Good in all areas (February 2024)

We are proud that our staff enjoy working at North Worcester Primary and this was acknowledged by Ofsted: "Staff are overwhelmingly positive about working at North Worcester Primary. They feel supported and valued."



About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create **'an extraordinary education for every pupil'**.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

Our STARS Values



Sharing



Trust



Achievement



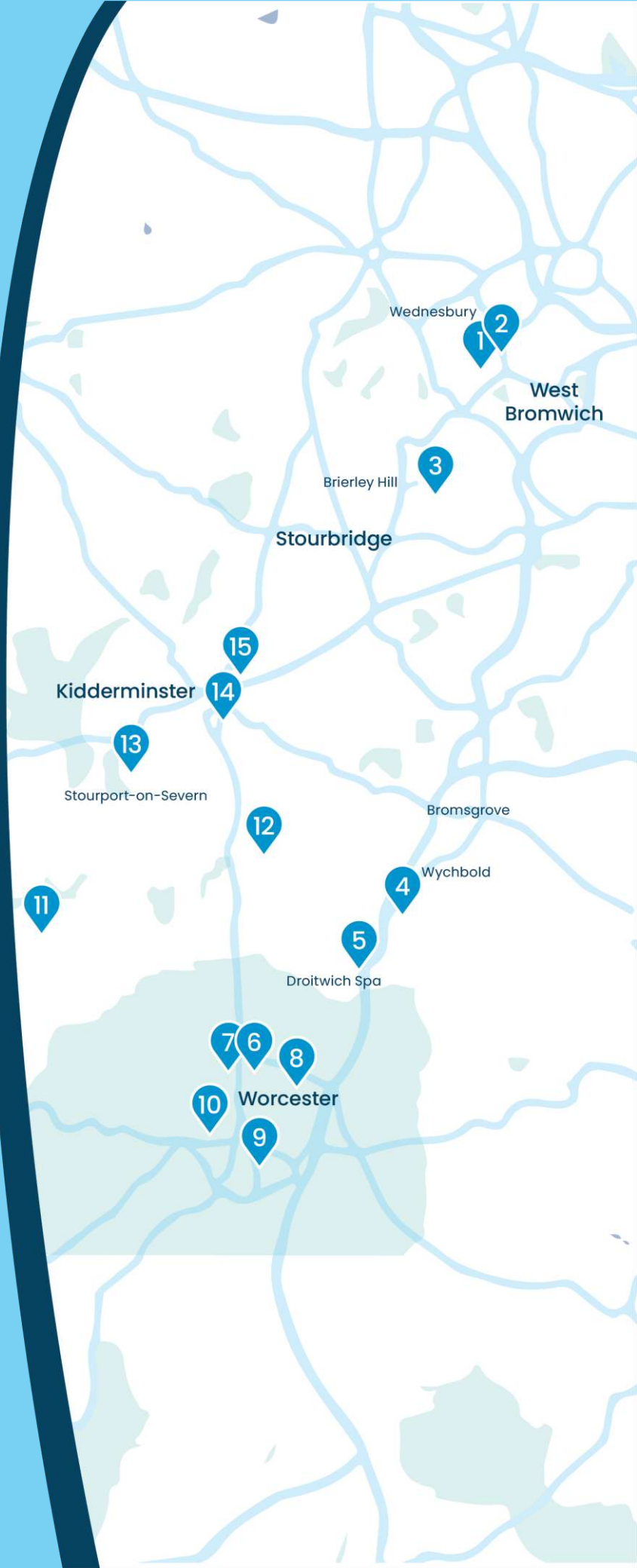
Respect



Safety

Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

www.educationmutual.co.uk/service/healthcare-and-wellbeing/

Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance.

Find out more about LGPS here:

www.lgpsmember.org/

Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 25 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



About the Role

Job Title:	Administration Assistant
Salary:	Scale Three point 5-6: £20,451 – £21,245.
Contract Type:	Permanent, 32.5 hours a week, term time plus TED days plus 5 days in the school holidays. Monday – Friday 8am – 3pm.
Reporting To:	The Headteacher/ The Office Manager
Start Date	ASAP
About:	We are looking for a committed and capable administrator to join our school office team. This role is ideal for someone who thrives in a dynamic, fast-paced environment where each day brings new challenges. The successful candidate will be enthusiastic, proactive, and customer-focused, playing a vital role in supporting the smooth day-to-day operation of the school. You will need to be highly organised, possess strong administrative skills, and be confident working under pressure. Excellent interpersonal skills are essential, along with a positive attitude, flexibility, and a creative approach to problem-solving.

Job Description

To be an ambassador for the school when meeting parents and other visitors and to act as a first point of contact when people arrive. To provide professional administrative, secretarial and financial support for the school. Contribute to the overall vision and values of the school in ensuring the school is an environment that is meeting the needs of the children.

Main Activities: **Customer Focus**

Model excellent professional relationships with children, parents and other professionals in the school.

Provide an excellent administrative service to all sections of the school community

Reception Perform Receptionist duties throughout the school day: acting as first point of reference for, receiving callers, children, parents, visitors and telephone enquiries.

Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to appropriate member of staff

Communication Adhere to school procedures and ensure that staff receive messages (telephone, email, face-to-face) promptly and accurately

Maintain notice boards, update timetables/rotas, sort and distribute mail

Report premises, IT and other issues, ensuring the site manager and SLT are aware of urgent matter. When required notify contractors and arrange service visits.

Administration Provide general confidential administrative service for the schools leadership team to include, correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems, checking goods delivered, provide hospitality as required.

Stock Control Checking goods, return unwanted items, arrange repair/servicing.

Raise orders where required ensuring that they are inputted on to the school's financial system.

Publications Assist with paperless methods of communication by sending out emails and post the newsletter onto the website.

Support the SLT with maintaining the school website, twitter and other approved social media platforms.

Promote the school through communications to local newspapers, broadcasters, MAT newsletter and other sources approved by the SLT .

Finance Cashless systems (Parent Pay) – responsible for promoting cashless systems for collecting income and voluntary contributions for activities such as educational visits, clubs. Assigning activities to pupils, monitoring cash collection and chasing overdue payments.

Pre-school and wrap around income – setting up activities on Parent Pay, administer pre-school bookings to raise sales invoices, record childcare vouchers and ensure timely collection of monies owed.

Job Description /cont

School Meals – publish and distribute menus, including Parent Pay set up for advance bookings. Notify school caterers of pre-booked meals and late changes, organise packed lunch provision for educational visits. In partnership with the SLT, promote entitlement and constantly review of entitlement of free meals (pupil premium), re-assessment and send reminders to parents.

Liaise with parents regarding advance payments and send reminders for arrears according to school policy.

Data Management Maintain high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times.

Maintain the schools Every system to ensure the school is complaint at all times.

Attendance In conjunction with SLT work with stakeholders in order to promote good attendance and to achieve attendance targets. Follow school attendance procedures. Produce wrap attendance and dinner registers annually, include all details as required. Maintain and edit termly. Monitor registers and on a daily basis, call families where children are absent and send absence/lateness letters to parents as appropriate e. Enter daily attendance on the Arbor database.

Admissions/Pupil Data Process pupil admissions in accordance with admissions policy. Maintain pupil database, amend/update records on the system, print reports such as attendance.

Safeguarding Comply with policies and procedures covering child protection, health, safety and security. Contribute to safeguarding the welfare of children in the school, maintain the school's Single Central Record. Maintain the security of property in a way that is consistent with your organisation's procedures and legal requirements, reporting any concerns about safety and security to the appropriate person. Maintain the visitors log book and ensure all visitors and contractors can be identified by wearing clearly visible badges.

Accountability, Performance and Line Management Regularly review own practice, set personal targets and take responsibility for own personal development. Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required. Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges. Keep an up to date professional portfolio (CPD file). Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications. Model high professional standards and be a responsible and effective member of staff, attending regular meetings with SLT as appropriate. Appreciate, respect and support the role of other professionals.

Other Undertake such other duties as directed and required from time to time.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

Person Specification

	Essential	Desirable
Qualifications and Experience	- Levels of English and Maths equivalent to or exceeding GSCE [A-C] - Experience of administrative work in busy environment with multiple distractions and the ability to dynamically prioritise tasks.	- Relevant professional qualifications in administration - Works in an educational environment
Skills and Knowledge	- Have integrity and ability to work confidentially. - Have effective oral and written communication skills. - Form effective professional relationships including team working. - Ability to liaise effectively with all stakeholders. - Have excellent organisational and time management skills. - Competent ICT skills - Develop their knowledge through the evaluation of their own learning needs. - Be able to work independently. - Remain calm under pressure and be able to adapt to change quickly; be resilient. - Excellent numeracy and literacy skills - Able to use specialist ICT packages.	- A willingness to undertake regular training relevant to working in a school setting and training to support your specific administrative role. - Ability to multi-task and work in a busy office.
Other	- Promote the Academy's aims positively. - Engage in Continuous Professional Development - Enthusiastic and versatile team player, committed to the ethos of the school. - Co-operative, reliable, customer responsive approach with a "can do" attitude. - Ability to be resilient in challenging situations.	

How to Apply

Application forms are available to download here: [North Worcester Primary Academy - Vacancies](#)

Please email completed application forms to northworcesterprimary@riverscofe.co.uk by 30th September 2026, 12 noon.

Interviews will be on Thursday 8th October 2026.

Please state your experience and strengths on the application form, including the subjects you have led or have expertise in.

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.



The Rivers
C.of E. Academy Trust

Get in Touch

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