The Sycamore Church of England Trust

Grow together, Learn forever

Senior School Administrator

St Marks CE Primary, Wigan, WN5 9DS

Recruitment Pack

Closing Date: 2nd December 2026
Shortlisting Date: 3rd December 2026
Interview Date: 8th December 2026
Start Date: 1st January 2027



Senior School Administrator

Working Hours: 37 hours per week - Term time
Base: St Marks C of E Primary School, Newtown, Wigan WN5 9DS
Grade: 8 (SCP 12 to 17) £25,495 - £27,656
Contract: Permanent

The Sycamore CE Trust is seeking to appoint an experienced administrator who thrives on variety, relishes challenge, and who wants to help shape the future of the school.

We are looking for a Senior School Administrator to join one of our successful primary schools. If you are ready to learn fast and get involved in everything from HR to Finance to Operations, we want to hear from you!

What you can achieve with us:

- **Grow with us**: As our Trust expands, so do your opportunities meaning you can develop your role and progress your career as we grow together.
- **Make an impact:** Your initiative and ideas will help shape how we work and deliver real change within your school.
- **Experience variety:** No two days are the same, you will be supporting projects, solving problems, and making things happen.
- **Develop your skills:** Access Trust-wide CPD, support, and the chance to build your expertise across all operational areas within an educational environment.
- **Prioritise your wellbeing:** Benefit from an excellent pension package, confidential wellbeing services, online GP, physiotherapy, and more.
- **Feel supported:** Full training and ongoing support will be provided to the right candidate. If you have the drive and potential, we will help you succeed.
- **Join a great team**: Work with a collaborative, supportive team that values your contribution.

What you will do:

- Play a pivotal role in ensuring the smooth and efficient operation of the school's administrative systems.
- Keep us organised, compliant, and moving forward to becoming a primary school of choice.
- Communicate confidently with everyone including staff, leaders, trustees, parents and our school communities.
- Juggle priorities and deadlines in a fast-paced environment.

What you will bring:

- High-level administrative skills and a track record of getting things done.
- Initiative, curiosity, and a can-do attitude.
- Excellent written, verbal and digital communication skills.
- Experience in a busy, fast-paced team (school experience is a bonus but not a must!).

Ready to grow with us?

For an informal chat, contact Alison Knott, Headteacher on 01942 748618 or email recruitment@thesycamoretrust.co.uk.

Apply now—do not wait!

We may close early if we find the right person. Apply via Greater Jobs or our Trust website. **We are unable to accept CVs or paper applications, please let us know if this causes you an issue.**

Employees of the Trust have a responsibility for, and must be committed to, safeguarding, and promoting the welfare of children and young people and for ensuring that they are protected from harm.

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Job Description

Post Title	Senior School Administrator
Responsible to:	Headteacher and Trust Leadership Team
Location:	St Marks CE Primary School Trust wide working may be required.

Main Purpose of the Role

The Senior School Administrator plays a pivotal role in ensuring the smooth and efficient operation of the school's administrative systems. Responsibilities span across administrative, financial, operational and pastoral areas.

Special Conditions of Service

- Attendance at evening meetings and meetings across the group of schools may be required.
- Staff may be deployed at other schools within the Trust, should the need arise.

Immediately Responsible for:

- Administrative Assistant / Clerical Officer

Core Responsibilities and Tasks

Office and Administrative Management

- Oversee the daily operations of the school office and supervise administrative staff.
- Maintain accurate records (student data, staff files, attendance, etc.).
- Ensure compliance with school policies and government regulations.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Maintain and collate pupil reports and returns including Census information and any that are routinely required by the school, Trust, LA and DfE.
- Provide administrative and organisational support to the governance of the school.
- Control of Resources (E.g. office equipment, photocopier, IT, stationary, materials and other general supplies).
- Be the first point of call for all internal and external relationships (e.g. Local governors, Headteacher, teachers, support staff, parents, pupils, Trust staff, LA staff, and other outside agencies).

Financial Administration

- Manage school budgets and financial records.
- Alert the Headteacher to any concerns through monthly monitoring systems.

Job Description

- Process invoices, purchase orders.
- Undertake general financial administration e.g. processing orders, preparing statements for individual budget holders.
- Undertake work associated with the preparation of the Annual Budget under direction of the leadership team.
- Monitor all accounting procedures and resolve any problems (e.g. Ordering, processing and payment of all goods and services, Operation of bank accounts ensuring that a full reconciliation is undertaken, maintaining the assets and contracts register, preparation of invoices and collection of fees and other dues).
- Manage/undertake the book-keeping of any school funds and secure monies in accordance with procedures.
- Monitor expenditure and report to the headteacher or governing body.
- Liaise with external suppliers and service providers.

Human Resources Support

- Under the direction of the Headteacher, organise supply cover.
- Responsible for the maintenance of the Single Central Record, liaising with the Headteacher on record keeping.
- Responsible for the preparation, updating and monitoring of staffing and budget information ensuring that the relevant staff are notified of changes and concerns.
- Ensure all staff changes are communicated on time to ensure accurate preparation of payroll information.
- Assist with recruitment, onboarding, and training of staff.
- Maintain personnel records and ensure safeguarding checks (e.g., DBS).
- Support performance management and staff absence tracking.

Facilities and Health & Safety

- Coordinate maintenance and repairs of school buildings and grounds.
- Ensure health and safety policies are implemented and reviewed.
- Organize risk assessments and emergency procedures (e.g., fire drills).
- Be aware of the main health and safety issues specific to school and how they relate to students, staff, visitors, and contractors.

Communication and Liaison

- Act as a key point of contact for parents, staff, and external agencies.
- Manage school communications (newsletters, emails, website updates).
- Support event planning (e.g., open days, parent evenings) and organise the administration of school trips, events, and visitors.

Pastoral Support

- Be aware of, and comply with, policies and procedures relating to Child Protection, Health, Safety and Security and GDPR, reporting all concerns to an appropriate person.
- Undertake pupil and staff first aid/welfare duties including liaising with parents/staff in accordance with school procedure.

Job Description

Corporate Responsibilities

All employees of The Sycamore CE Trust have a responsibility for, and must be committed to, safeguarding, and promoting the welfare of children and young people and for ensuring that they are protected from harm.

In addition, we expect all employees to:

- Be aware of, support and contribute to the ethos and values of the Trust.
- Recognise own strengths and areas of expertise and use these to support and advise others.
- Participate in training and other learning activities and performance development as required.
- Familiarise themselves with, and adhere to, all relevant Trust Policies and Procedures
- Comply with the Trust's Health and Safety requirements.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

Additional to Note

This is an outline job description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Trust. Duties may be subject to periodic review, in consultation with the postholder, to reflect the changing work composition of the Trust.

Job Description prepared by:	Tina Powell, HR Operations Officer	**Date**: May 2026

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Person Specification		
Qualifications, Knowledge, Skills, and Experience	**Essential or Desirable**	**Assessment Method**
Qualifications and Training		
Good standard of education, including GCSE (A–C/4+) in English and Maths (or equivalent), or relevant experience/evidence of equivalent standard	Essential	Application Form, Interview, Reference
Additional qualifications or experience in Finance, HR, or ICT	Desirable	
Knowledge and Experience		
Strong administrative/clerical experience with the ability to prioritise, organise and support the work of the school administration processes.	Essential	Application Form, Interview, Reference
Confident using Microsoft Office (Word, Excel, Outlook, PowerPoint) and information/online systems	Essential	
Excellent attention to detail and understanding of the importance of accuracy and high standards in all areas	Essential	
Conversant with relevant educational issues and developments	Desirable	
Experience of using Management Information Systems	Desirable	
Experience of organising and co-ordinating events	Desirable	
Experience of a management role in an office environment	Desirable	
Knowledge and understanding of the importance of the school administrative function and how it impacts on the overall operation of a school.	Desirable	
Experience of using First Aid	Desirable	
Personal Qualities		
Proven ability to manage your own time effectively, to prioritise and work to tight deadlines whilst retaining a professional composure	Essential	Application Form,

Person Specification		
Qualifications, Knowledge, Skills, and Experience	**Essential or Desirable**	**Assessment Method**
Effective communicator with strong interpersonal skills and the ability to build effective relationships with a range of stakeholders.	Essential	Interview, Reference
Awareness of confidentiality and ability to deal appropriately with sensitive or difficult situations	Essential	
Display the highest levels of integrity and complete trustworthiness and discretion.	Essential	
A commitment to safeguarding and promoting the welfare of children	Essential	