



The Sycamore  
Church of England  
Trust

Grow together, Learn forever

# Senior School Administrator Recruitment Pack

**Closing Date:** Sunday 5<sup>th</sup> July 2026

**Shortlisting Date:** Monday 6<sup>th</sup> July 2026

**Expected Interview Date:** Thursday 9<sup>th</sup> July 2026



# Senior School Administrator

<b>Working Hours:</b>	37 hours per week, term time only
<b>Base:</b>	Christ Church Ainsworth CE Primary School (with some Trust wide working)
<b>Grade:</b>	8 (Actual Salary £24680; FTE £28598 - £31022)
<b>Contract:</b>	Permanent
<b>Start Date:</b>	1 <sup>st</sup> September 2026 or as soon as possible thereafter

## Are you an experienced administrator ready to take the next step?

The Sycamore CE Trust is seeking a Senior School Administrator to lead and coordinate the day-to-day operations of Christ Church Ainsworth CE Primary School.

This is a key role within the school, working closely with the Headteacher and central Trust team to ensure systems run smoothly, compliance is maintained, and staff are well supported. You will oversee the administrative function of the school, working alongside an Administrative Assistant, and play a vital part in supporting school improvement and enabling teaching and learning.

## What you can achieve with us:

This is more than a traditional school admin role. You will:

- Lead and develop administrative practice within the school
- Coordinate systems, processes, and compliance requirements
- Work closely with colleagues across the Trust, including HR, finance, and governance
- Contribute to consistent and effective ways of working across multiple schools

This is an excellent opportunity for someone ready to take on greater responsibility while continuing to develop in a supportive environment.

## Why join us?

- A collaborative, values-led Trust where staff are supported and respected
- Opportunities to develop and grow as the Trust expands
- Access to high-quality CPD and shared systems
- A varied role with real impact on the day-to-day running of the school
- Wellbeing support, including access to health and wellbeing services

## What we are looking for:

- Strong administrative experience and excellent organisational skills
- Ability to manage competing priorities and work independently
- Confidence to lead, coordinate, and improve processes
- Strong communication skills and a professional approach
- A willingness to learn and develop
- Experience in a school setting is preferred

If you are organised, proactive, and ready to take the next step in your career, we would love to hear from you.

For an informal discussion, please contact **Mrs McGreavy on 01204 527 484** or email [\*\*recruitment@thesycamoretrust.co.uk\*\*](mailto:recruitment@thesycamoretrust.co.uk)

Applications should be submitted via Greater Jobs or the Trust website. Please note we are unable to accept CVs.

**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.**

## Job Description

<b>Post Title</b>	Senior School Administrator
<b>Responsible to:</b>	Head Teacher and Trust Leadership Team
<b>Location:</b>	Christ Church Ainsworth CE Primary School Trust wide working may be required.

## Main Purpose of the Role

The Senior School Administrator leads the operational function of the school, ensuring that administrative, financial, HR, and compliance systems are effective, efficient, and aligned with Trust expectations. The role plays a key part in enabling school improvement by supporting leaders with accurate information, strong processes, and consistent operational practice. You will act as a key link between the school and central Trust services and lead the development of effective administrative practice within the school.

## Special Conditions of Service

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

## Immediately Responsible for:

- Administrative Assistant

## Core Responsibilities and Tasks

### Office and Administrative Management

- Lead the daily operations of the school office, ensuring a professional, efficient, and welcoming environment.
- Coordinate and oversee administrative functions across the school, working with and developing the Administrative Assistant to ensure tasks are completed effectively and appropriately delegated.
- Maintain accurate records (e.g. pupil data, staff files, attendance, safeguarding logs). Use school systems to analyse data and support reporting and school improvement.
- Collate and submit required reports and statutory returns (e.g. Census, pupil data, attendance) to the Trust, Local Authority, and DfE.
- Ensure compliance with Trust policies, statutory requirements, and agreed operational processes, maintaining accurate records and audit-ready systems
- Support governance administration, including maintaining website content and uploading documentation to relevant systems.
- Manage office resources and act as a professional first point of contact for all stakeholders representing the school with professionalism and care.

## Job Description

- Lead and develop administrative systems and practice within the school, ensuring consistency, efficiency, and alignment with Trust processes
- Use school systems and data to support reporting, planning, and informed decision-making by school leaders
- Work with school and Trust colleagues to ensure consistent implementation of systems, processes, and operational expectations
- Identify opportunities to improve processes and implement changes that enhance efficiency and compliance

### Financial Administration

- Process invoices, purchase orders, and financial transactions accurately and in line with Trust procedures.
- Support budget holders with financial administration, including preparing statements and monitoring spend using template reports.
- Assist with the preparation of the annual budget under the direction of the leadership team, with oversight from the Trust's Chief Financial Officer.
- Maintain financial records including ordering, payments, bank reconciliation, and secure handling of school funds.
- Keep the school's asset and contract register up to date, ensuring key details such as notice periods and renewal dates are tracked and shared.
- Support procurement activity by reviewing costs, liaising with suppliers, and ensuring value for money.
- Work collaboratively with the central finance team and nominated leads to ensure systems are used effectively and support is available when needed.

### Human Resources Support

- Coordinate staffing administration including supply cover, recruitment, onboarding, and training, working closely with the Head of School and central HR team.
- Maintain accurate personnel records online and ensure safeguarding checks (e.g. DBS) are completed in line with Trust procedures.
- Monitor staff changes and ensure timely communication to support accurate payroll processing via Trust systems.
- Maintain the Single Central Record and liaise with the Head Teacher and Trust to ensure compliance and accuracy.
- Support performance management and absence tracking using Trust systems and guidance.
- Prepare and update staffing and budget information, escalating concerns and ensuring relevant staff are informed.

### Facilities and Health & Safety

- Support the coordination of site maintenance and repairs, working alongside the school's site manager and liaising with external providers and Trust colleagues to ensure compliance requirements are met.
- Maintain records and ensure health and safety documentation is accessible and up to date, in line with Trust and school leadership guidance.
- Assist with the organisation and logging of risk assessments, emergency procedures, and drills (e.g. fire evacuations).
- Be aware of key health and safety considerations within the school environment and support the implementation of procedures that keep pupils, staff, and visitors safe.

## Job Description

### Communication and Liaison

- Act as a key point of contact for parents, staff, local governors, Trust colleagues, and external agencies ensuring communication is clear, timely, and professional.
- Support the coordination of school communications including newsletters, emails, and website content, ensuring information is accurate, up to date, and compliant with Trust and statutory requirements.
- Assist with the planning and administration of school events, trips, and visitors (e.g. open days, parent evenings), ensuring smooth organisation and a welcoming experience for all.
- Act as a key link between the school and central Trust services, ensuring clear communication, consistency of approach, and effective use of systems and processes

### Pastoral Support

- Be aware of and follow policies relating to safeguarding, health and safety, security, and data protection—reporting concerns to the appropriate person.
- Support pupil and staff welfare, including basic first aid duties and liaison with parents and staff in line with school procedures.

**We are looking for the right person. If you have the skills and share our values, we will help you grow and learn — together, and for the long term.**

## 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 Operational Lead

**Date:** September 2025

Person Specification		
Qualifications, Knowledge, Skills, and Experience	Essential or Desirable	Assessment Method
<b>Qualifications and Training</b>		
Good standard of education in English and Maths (GCSE or equivalent), or relevant experience demonstrating equivalent ability.	Essential	Application Form, Interview, Reference
Willingness to learn and undertake training, including first aid and new systems.	Essential	
Experience or qualifications in Finance, HR, or ICT are a bonus, but not essential.	Desirable	
<b>Knowledge and Experience</b>		
Proven experience of managing administrative processes and workload effectively	Essential	Application Form, Interview, Reference
Confident using Microsoft Office (Word, Excel, Outlook, PowerPoint) and information/online systems	Essential	
High attention to detail and commitment to accuracy.	Essential	
Experience with Management Information Systems, event coordination, or office management.	Desirable	
Ability to prioritise competing demands and work independently with minimal supervision	Essential	
<b>Personal Qualities</b>		
Able to manage time effectively, meet deadlines, and remain composed under pressure.	Essential	Application Form, Interview, Reference
Strong communicator with excellent interpersonal skills.	Essential	
Discreet and trustworthy, with a clear understanding of confidentiality.	Essential	
Committed to safeguarding and promoting the welfare of children.	Essential	