

Recruitment Pack



Administration Officer

St Andrew's Methodist Primary School



A message from the Headteacher

Dear Applicant,

Thank you for your interest in the position of Administration Officer at our wonderful school.

We are proud to be a school where every child is known, valued and supported to flourish. Guided by our vision of 'Striving for Excellence, Together as One, with God,' we are committed to providing a nurturing, inclusive and ambitious learning environment where all children can achieve their full potential.

We are seeking a highly organised, professional and welcoming Administration Officer to join our dedicated team. As the first point of contact for many visitors, families and members of our community, this role is central to the smooth and effective day-to-day running of the school.

The successful candidate will be an excellent communicator with strong organisational skills, attention to detail and a commitment to providing a high-quality administrative service. Working closely with staff, pupils, parents, governors and external agencies, you will play an important role in supporting the school's operations and ensuring a positive experience for everyone within our school community.

We are proud of our caring ethos, strong relationships and commitment to professional development. In return, we offer a welcoming and supportive school community, dedicated colleagues and the opportunity to make a genuine difference in the lives of our children and families.

If you are enthusiastic, proactive and committed to delivering excellent administrative support in a busy school environment, we would be delighted to receive your application.

Thank you for taking the time to consider joining the St Andrew's community. We look forward to hearing from you.

Yours faithfully,

Mrs Kayleigh Ferguson
Headteacher
St Andrew's CE Primary School





SENDCo (Special Educational Needs and Disabilities Coordinator)

Job Description

Post Title	Administration Officer
Salary	Grade 2A point 7 - 9 pro-rated
Contract	Fixed Term (Temporary) Term time only
Hours	18 hours
Accountable To	School Business Manager, Headteacher

Purpose of the Role

To provide efficient and professional administrative support to the school, ensuring the smooth day-to-day operation of the school office. The postholder will act as the first point of contact for parents, visitors, pupils, and staff, maintaining a welcoming and supportive environment while ensuring school records and communications are managed effectively.

Key Responsibilities

Administration

- Provide general administrative support to the Headteacher, School Business Manager, senior leadership team, and teaching staff.
- Maintain accurate pupil and staff records, both electronic and paper-based.
- Manage incoming and outgoing correspondence, including emails, telephone calls, and post.
- Prepare letters, newsletters, reports, and other school documentation.
- Maintain filing systems and ensure confidentiality of sensitive information.
- Update and maintain school databases and management information systems.

Reception Duties

- Welcome visitors, parents, pupils, and external agencies in a professional and friendly manner.
- Answer and direct telephone calls and email enquiries.
- Manage visitor sign-in procedures and ensure safeguarding protocols are followed.
- Handle routine enquiries from parents and external stakeholders.

Pupil Administration

- Record and monitor daily pupil attendance and lateness.
- Contact parents regarding pupil absences when required.
- Assist with admissions and leavers processes.
- Maintain pupil records in line with school policies and data protection requirements.

Financial and Clerical Support

- Process payments, invoices, and orders in accordance with school procedures.
- Assist with managing school trips, clubs, and events, including collecting permissions and payments.
- Maintain stock levels of office supplies and place orders as required.
- Support budgeting and financial administration as directed.
- Monitor and chase outstanding debts, ensuring timely collection of monies owed to the school and maintaining accurate financial records

Communication



- Assist in the preparation and distribution of school communications.
- Update website content and social media platforms where required.
- Liaise effectively with staff, parents, governors, and external agencies.

Safeguarding and Compliance

- Adhere to safeguarding, health and safety, and data protection policies at all times.
- Maintain confidentiality and professional standards in handling sensitive information.
- Support the school's commitment to safeguarding and promoting the welfare of children.

Person Specification

	Essential (E)/ Desirable (D)
Previous administrative or office experience	E
Excellent written and verbal communication skills	E
Strong organisational and time-management skills	E
Competent in Microsoft Office applications, including Word, Excel, Outlook, and Teams	E
Ability to work independently and prioritise workload effectively	E
Professional and friendly manner when dealing with children, parents, and staff	E
High level of accuracy and attention to detail	E
Experience working in a school or educational environment	D
Knowledge of school management systems (e.g., SIMS)	D
Understanding of safeguarding and data protection requirements within schools	D
First Aid qualification	D

Personal Qualities	Essential (E)/ Desirable (D)
Friendly, approachable, and professional	E
Reliable and trustworthy	E
Flexible and adaptable	E
Able to work under pressure and meet deadlines	E
Committed to supporting the school's values and ethos	E

To undertake any other such duties that are reasonably commensurate with the level of this post

Safeguarding Statement

In keeping with our vision of "Striving for Excellence, Together as One, with God," we are committed to safeguarding and promoting the welfare, dignity and wellbeing of every child.



We believe that all children are unique, valued and deserving of the highest standards of care, support and protection within a safe, nurturing and inclusive environment.

We expect all staff, volunteers and governors to share this commitment and to actively contribute to creating a culture where children can flourish, achieve their potential and feel safe, respected and valued.

The successful applicant will be subject to all relevant pre-employment checks, including an Enhanced DBS check with Children's Barred List check, online searches, verification of qualifications, identity and right to work, and satisfactory references, in accordance with statutory guidance and *Keeping Children Safe in Education*.