

School:	St Thomas of Canterbury RC Primary School
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This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job details

Job title:	School Administrator
Grade:	Grade 2C SCP 14 to 18 (£15,062 to £16,080)
Location of work:	School Office
Directly responsible to:	Head Teacher /School Business Manager
Directly responsible for:	
Hours of duty:	21 hours per week Term Time Only
Primary purpose of the job:	To assist with the school's administration under the direction of the School Business Manager
Post ref no:	

Main duties and responsibilities/accountabilities

General:
• Reception and telephone enquiries when required. • Use of reprographic equipment and MIS systems e.g. SIMS and ParentPay Systems. ESS online Free School Meals and the School Website Software. • Administration of first aid to pupils and assisting with children i.e. informing parents. • Administration of Admissions, transfer of pupil data using CTF's, School Meal administration involving parents and collaboration with the local authority. • Such other duties as may be required by the head teacher/school business manager
Administration:
• To assist in office administration, including dealing with visitors and telephone communications. • To provide support in the administration and financial organisation of Morning/Aftercare club etc. • To organise ParentPay bookings i.e. trips, photographs, milk, school meals, Morning/Aftercare etc. • To use the SIMS system as required and to undertake relevant training. • To liaise with and organise visits of external agencies i.e. school health service. • To have overall responsibility for ordering of First Aid Supplies • To organise the music provision from Mapas, including collection of Monies on ParentPay. • To organise booking of training courses for staff when required. • To assist in the financial administration using FMS. • Maintain and manipulate pupil records for school use, including medical, pupil premium and assessment data
Pupils:
• To ensure all data records are inputted onto SIMS and up to date. • To supply general information to parents. • To administer admissions to school and to support new admissions.

- To ensure all new parents are provided with login details for ParentPay online payment system.
- To monitor School Meals, in line with Salford's school meal policy, including Free School Meals, and liaise with Salford LA and the school kitchen.
- To ensure school MIS systems are kept up to date and end of year procedures followed.
- To be responsible for returns to the LA and any other outside agency if required

Staff:

- To assist in recording all staff absences.
- To monitor staff absences and report to the School Business Manager.
- To assist in maintaining and set up of staff emails and logins.

Safeguarding

The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.

To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

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

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Date job description prepared/revised: 24/09/2026

Prepared/revised by:

Agreed job description signed by holder:

Job title	Grade	School	Location
School Administrator	Grade 2C SCP 14 to 18 (£15,062 to £16,080) Term time only.	St Thomas of Canterbury RC Primary The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.	Children's Services

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Good qualifications in both English and Maths, GCSE A-C (Excellent written oral and communication skills.)	A C
2.	Up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	I
3.	Displays commitment to the protection and safeguarding of children and young people (Knowledge of Ofsted Safeguarding requirements.)	A I
4.	Computer literate with a working knowledge of Microsoft Office packages	A I C
5.	Familiarity and experience of office systems and procedures & ability to streamline systems for effectiveness. (Administrative/secretarial/ financial administration.)	A I

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
6.	Information management systems and the associated legislation surrounding them, particularly SIMS.	A I
7.	Working as part of a team and on own initiative.	A I
8.	Willing to undertake further training, e.g Safeguarding	A I
9.	Setting up and maintaining manual and electronic filing systems.	A I
10.	Diary management and appointment booking using manual and computerised systems.	A I
11.	IT commensurate to post, e.g SIMS	A I
12.	Ability to demonstrate a methodical, organised, solution focused and flexible approach to work.	A I
13.	Effective listening, verbal and written communication skills.	A I
14.	Excellent interpersonal and customer service skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships.	A I
15.	Ability to plan, organise and prioritise own workload & that of others to meet deadlines.	A I
16.	Ability to design and process a wide range of documents in accordance with instruction and school style, paying attention to detail.	A I
17.	Ability to maintain a high level of confidentiality and discretion at all times.	A I
18.	Ability to relate well with colleagues, Stakeholders and members of the public.	A I
19.	Awareness and experience in addressing data protection, security & Health and Safety issues - (such as moving and handling related to an office environment.)	A I
20.	Report to Governors as and when necessary	A I
21.	Working knowledge of an online payment system.	AI

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	First Aid Certificate – paediatric and/or First Aid at Work	C
2.	Fire Safety Procedures.	C
3	Knowledge of Parentpay online payment system,	A I
4	Cash Handling	A
5	To participate in school/community events	A I
6	Familiar with new GDPR legislation	A I

Completed by	Date	Approved by	Date

Method of assessment (* M.O.A.)

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre