

North Worcester Primary Academy



Application Pack School Office Administrator



School Office Administrator Job advert



Permanent, term time only, plus 5 TED days plus 5 additional days in the school holidays

30 – 32.5 hours a week

Salary: Scale 2, Point 3 £16,242 - £18,291

Start Date: 2nd September 2024

North Worcester Primary Academy is an impressive free school run by the highly regarded Rivers C of E Academy Trust, specialists in early years and primary provision. We are looking for an administrator to be a part of our small team working in our busy school office. The successful candidate will have excellent administration skills and excel at being the friendly and professional face of our school.

Since opening in 2019, our enthusiastic staff have worked hard to create a safe and inclusive school where children feel happy and are excited to learn. We are Ofsted rated 'good' in all areas (February 2024). We offer a large, vibrant learning space; extensive grounds, including two forest school areas and an all-weather, artificial grass sports field; state-of-the-art IT facilities, robotics, class sets of iPads and specialist rooms for practical activities such as music, IT and cookery.

Our school has a friendly atmosphere, which is reflected in happy children who thrive in a safe and positive learning environment. We are part of the highly successful Rivers C of E Academy Trust. We are a dynamic trust of sixteen primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. Benefits included a contributing pension scheme and an employee wellbeing package.

What are we looking for:

We are looking for enthusiastic, proactive, customer focused administrator who is looking for an exciting new opportunity to support the day to day running of our busy school. We need someone who will efficiently and effectively deal with the school's administration tasks.

You will be required to

- Perform administrative and front of house tasks for the school
- Be an ambassador, setting the tone and culture for the school's stakeholders

Your responsibilities will include:

- Customer Service
- Front of house
- Administration
- Communication
- Finance processing

We are looking for:

- Great administrative skills and experience and the ability to work under pressure
- Strong communication and personal organisation skills
- A positive, flexible, can do attitude
- A team player
- Someone who is passionate about the Rivers' Visions and Values.

Applicants are invited to submit applications on the Rivers Teaching Application Form available on our website - [North Worcester Primary Academy - Vacancies](#) Please state your experience and strengths on the application form.

Closing Date: Wednesday 12th June 2024 at 12 noon.

Interviews: Tuesday 18th June 2024.

(Please note that only applicants who have been short listed will be contacted by the school).

The school and Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful application will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service.

School Office Administrator Job Description



Job title: School Administrator

Salary Range: Scale 2, Point 3

Contract: Permanent, term time only, plus 5 TED days and plus 5 days in the school holidays. Flexible hours between 30 – 32.5 hours a week.

Line of Responsibility: Office Manager

Direct staff reports: None

Our People Values:

- Love, Learn, Live - Our aim is that our staff will love learning for life. Our family of schools love, learn and live together.
- Our STARS values - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

Key Purpose:

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 whole school including assisting the school leadership team (SLT). 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.
- Photocopy and distribute hard copy publications.
- 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.
- School Uniform - be responsible for the sale of school uniform, record all income, order and maintain stock levels as necessary.
- 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.

- Processing of Purchase and Sales invoices within the Elementary and Sage system.

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.
- Prepare census returns, following SLT approval submit returns in accordance with statutory requirements.

Attendance

- In conjunction with SLT work with stakeholders in order to promote good attendance and to achieve attendance targets.
- Follow school attendance procedures.
- Produce 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 ScholarPack database.
- Attend meetings about attendance with the SLT.

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.

School Office Administrator Person Specification



	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> Levels of English and Maths equivalent to or exceeding GCSE [9 - 4] Experience of administrative work in a previous role 	<ul style="list-style-type: none"> Relevant professional qualifications in administration Works in an educational environment
Skills and Knowledge	<ul style="list-style-type: none"> 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 good 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/ ability to multitask; Excellent numeracy and literacy skills Able to use specialist ICT packages 	
Other	<ul style="list-style-type: none"> 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 	

	<ul style="list-style-type: none">• Ability to be resilient in challenging situations.	
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About Our School



It is a pleasure to welcome you to North Worcester Primary Academy. We are an impressive free school run by the highly regarded Rivers C of E Academy Trust, a multi-academy trust, specialists in early years and primary provision.

Situated within walking and cycling distance of Perdiswell, Northwick, Claines and Fernhill Heath, we have no catchment area and intake children from as far as Droitwich and Warndon Villages.

We are currently in a 'growth phase' so we are able to offer places in our current pre-school, Reception, Year 1, Year 2, Year 3 & 4 cohorts. We are a two-form entry school so have two classes per year.

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.

We offer a large, vibrant learning space; extensive grounds, including two forest school areas and an all-weather, artificial grass sports field; state-of-the-art IT facilities, including a green screen, robotics and full-class sets of iPads and specialist rooms for practical activities such as music, IT, dance and cookery.

We understand 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.

North Worcester Primary Academy operates as a 'faith ethos' community school, welcoming families from all faiths and no faith, drawing from the distinct STARS values and vision of the Rivers C of E Academy Trust, 'Love – Learn – Live'.

We are proud to be part of the Rivers C of E Academy Trust, a family of 16 thriving schools and pre-schools within Worcestershire and Sandwell, which all benefit from a wealth of teaching and learning expertise associated with a well established multi-academy trust.

Our doors are always open and we are happy to show visitors around our beautiful new building and school grounds.

Virtual Tour

Please click on the link below to view our virtual tour.

[North Worcester Primary Academy - Welcome](#)

The Rivers Multi Academy Trust

When you join North Worcester Primary Academy you become part of The Rivers CofE Academy Trust family, a group of 15 schools and over 750 staff working in partnership to provide the best learning experience for over 4600 children.

As a member of the trust, you will have access to a wider network of friendly colleagues, working in similar positions, who are available to offer support, share ideas and provide guidance.

There are plenty of opportunities for you to thrive and grow your skills, through training and collaborative working.

Contact Details

North Worcester Primary Academy
John Comyn Drive
Worcester
WR3 7NS

Tel: 01905 953850

www.northworcesterprimary.co.uk

northworcesterprimary@riverscofe.co.uk

