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RUSSELL EDUCATION TRUST



BRISTOL
FREE SCHOOL

Community, Ambition, Opportunity
www.bristolfreeschool.org.uk



Administration Manager

NJC19-23: £31,067-£33,366 (pro-rata)

Actual salary £27,863-£29,924

Permanent, term-time plus 1 week

Welcome



Dear candidate,

Thank you for your interest in BFS and taking the time to read the details of this exciting opportunity to lead our team of school receptionists and administrators.

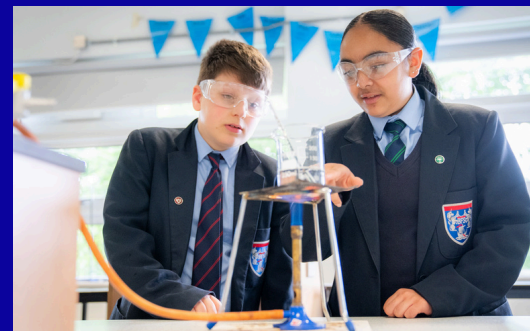
BFS is a thriving oversubscribed school which has a successful Sixth Form of over 250 students. The school was founded in 2011 by a local group of parents who wanted a high performing school to serve the community of North-West Bristol. The school values of Community, Ambition and Opportunity are very important and we demonstrate them through our day to day work with young people. We are looking for staff to support us with these values and make a positive contribution to the life of the school.

You will join a strong and supportive team and a school that engages in regular and timely CPD.

Please spend some time reading our school website and newsletters to get a flavour of the vibrancy of BFS.

I look forward to hearing from you.

Mrs Susan King
Headteacher



Community

Every child is known, valued and supported. The school works closely with families and partners to secure strong outcomes.



Ambition

High expectations for all students and staff, with a focus on academic excellence and personal growth.



Opportunity

A rich curriculum and extensive enrichment programme ensuring that every student can explore their interests and develop new skills.

Why work with *US* at BFS?

We will grow your career in an educational setting where you can make a difference.

About Bristol Free School:

Bristol Free School is a successful and oversubscribed secondary school with Sixth Form situated in Westbury on Trym. We are a caring school with a highly qualified and exceptionally committed staff, who recognise the importance of creative and challenging teaching and high professional standards. All staff and students are greatly valued and emphasis on student and staff wellbeing is central to our culture.

At Bristol Free School, we are committed to the young people in our care. Our commitment encourages and inspires every child to fulfil their potential, we provide our students with the necessary skills to achieve academic and personal growth so they truly thrive, both socially and emotionally.

BFS has a very special ethos and culture which, at its core, is about being an active part of a happy hardworking community. Relationships at BFS are warm, positive and nurturing. We set very high expectations in terms of discipline and work ethic because we care about all our young people. We expect all BFS students to achieve and be the best they can be.

At BFS, individuality is encouraged and differences celebrated. We are genuinely excited about the prospect of our community spanning students and staff who come from varied backgrounds and experiences. This will ensure BFS is a vibrant, diverse and happy place where different views, new ideas, characters and ambitions flourish.

In March 2022, Ofsted graded BFS as a good school which was no surprise to us and, in some ways, was a staging post for the greater ambitions the school still aims to achieve.

The successful candidate can expect:

- A rewarding and dynamic job role making a real, lasting and positive impact on our school community
- Positive and inclusive working environment where well-being is central to our culture
- Employee Wellbeing Programme
- Career development, training
- Access to the Local Government Pension Scheme
- Free parking onsite



RUSSELL EDUCATION TRUST

Administration Manager – Job Description

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Core Purpose:

The School Administration Manager will play a vital role in ensuring the smooth and efficient running of key administrative functions within the school. This role involves overseeing student services and main reception, coordinating key school processes such as Trips, First Aid and Medical Administration, Free School Meals, Admissions and managing effective communication with parents. The postholder will also provide line management of the administrative team and ensure a welcoming reception for students, parents, and visitors.

Accountabilities:

The post holder will:

- Report to the School Business Manager
- Work closely with other staff across the school

Working pattern:

37 hours per week, 40 weeks per annum (term time including INSET days, plus one week during school holidays – dates to be mutually agreed each year). Monday - Thursday 8am to 4pm, Friday 8am - 3:30pm.

Duties and Responsibilities:

Shared Line Management of Administrative Staff

- Oversee and support administrative staff responsible for key areas such as Student Services and Reception
- Ensure high standards of customer service and efficiency in all administrative processes
- Provide training and guidance to ensure staff are confident in their roles

Coordination of School Trips

- Work with staff to organise and coordinate all school trips, ensuring compliance with policies and procedures
- Manage risk assessments, permissions, transport, and financial arrangements
- Ensure effective communication with parents and staff regarding trip details
- Support with work experience related admin

First Aid and Medical Administration

- Oversee the administration of first aid provision within the school
- Ensure accurate record-keeping of medical incidents and student medical needs
- Liaise with parents and staff regarding student health requirements

Free School Meal Administration

- Coordinate the application and administration of free school meals
- Ensure accurate records and liaise with Bristol City Council regarding eligibility.
- Communicate effectively with parents regarding entitlements and updates.



Administration Manager – Job Description

(continued)

Parental Communications & School Systems

- Manage and oversee the school's parental communication systems, ensuring timely and effective messaging
- Administer the ParentPay system, supporting parents with queries and troubleshooting any issues
- Ensure accurate financial record-keeping for payments and transactions

Data Management

- Ensure all student data is maintained on the school MIS system to ensure emergency contacts, medical conditions and other relevant data is up to date and accurate

Student Admissions

- Coordinate and oversee the student admissions process, from applications to enrolment
- Maintain accurate student records and liaise with relevant stakeholders
- Assist with transition arrangements for new students

Student Services, Sixth Form & Main Visitor Reception

- Oversee the day-to-day running of student services reception and main visitor reception
- Ensure a welcoming and professional environment for students, parents, and visitors
- Manage visitor procedures, including safeguarding checks and security protocols
- Provide cover to sixth form reception as required

Leadership:

- Line manage administrative staff, including reviewing staff performance and carrying out appraisals
- Train and develop administrative staff as appropriate
- Ensure that all members of the administration team present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally
- Develop an administrative team that delivers and meets the needs of the school
- Take all decisions in line with the vision and values of the school, and encourage others to do the same

The Administrative Manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.



Administration Manager – Person Specification

Experience

- Experience of working in school administration or a similar management role

Professional knowledge

- GCSE or equivalent (NVQ level 2) passes in English and Mathematics (literacy and numeracy)
- NVQ Level 3 in Administration desirable but not essential

Skills and Attributes

Essential

- Strong organisational and leadership skills with experience managing teams
- Ability to work independently and prioritise workload effectively
- Ability to adhere to working procedures and policies within the school environment
- Ability to relate well to children and adults
- Excellent communication and interpersonal skills
- Good ICT skills – Excel knowledge
- Patient, flexible and adaptable, meticulous, and conscientious

Desirable

- First Aid qualification (or willingness to undertake training)
- Experience managing school trips and admissions processes
- Knowledge of school finance and payment systems
- Experience using school management systems such as Bromcom, ParentPay, Medical Tracker, Evolve

How to Apply:

This role offers an exciting opportunity for an experienced administrator to make a meaningful contribution to the smooth running of our vibrant community school. If you have a passion for organisation, leadership, and supporting students, we would love to hear from you.

Please submit your application online via MyNewTerm.

If you have any queries regarding the post, please email us at vacancies@bristolfreeschool.org.uk.

Closing date: Tuesday 5th May at 9am

Interviews to be held during week commencing 11 May

BFS celebrates and supports diversity and is committed to ensuring equal opportunities for both employees and applicants.



Our Benefits



Flexible and Family Friendly Policies



Free Flu Jab



Discounted Gym Membership



Employee Assistance Programme



Local Government Pension Scheme



Career Development/CPD

Person Specification:

Experience

- Experience of working in a school or a similar environment
- Experience of working with young people in a school or extra-curricular context is desirable

Professional knowledge

- GCSE or equivalent (NVQ level 2) passes in English and mathematics (literacy and numeracy)
- NVQ Level 3 in Administration desirable but not essential
- Knowledge of Evolve, Bromcom and ParentPay desirable but not essential

Skills and Attributes

- Ability to manage own time effectively
- Ability to adhere to working procedures and policies within the school environment.
- Ability to operate as part of a team or individually as required.
- Ability to relate well to children and adults.
- Good communication skills
- Good ICT skills
- Patient, flexible and adaptable, meticulous and conscientious
- Ability to multi-task and deal with interruptions



Introduction to Russell Education Trust

Background to the Trust

Russell Education Trust is a multi-academy trust comprising five secondary schools and one primary school spread across the south of England.

The Trust is a family of faith and community schools with distinctive individual identities. Underpinned by a shared commitment to respect, responsibility fairness and equality, Russell Education Trust schools work together to achieve their vision of providing all students with an outstanding education.

The Trust is driven by the strong moral purpose of knowing, valuing and developing every student and member of staff to ensure that their potential is realised, and their ambitions achieved.



Vision & Values

- Valuing People
- Pursuing Achievement
- Serving Communities

Our *schools*

- Celebrate difference and diversity in an inclusive, socially responsible culture
- Deliver a broad, balanced, and ambitious curriculum:
 - centred on the core subjects of English, mathematics and science
 - supported by technology and computing
 - complemented by humanities, languages, arts and vocational subjects
- Provide a rich education that develops students' minds, beliefs, characters, skills and interests
- Equip students with the knowledge and skills for success in the modern world through examination success and personal development
- Uphold high standards of behaviour, learning and equality of opportunity for all students
- Nurture and develop their staff, through day-to-day support, high quality continuing professional development, cross-Trust collaboration and networking, and opportunities for career progression
- Are rooted within their local communities and seek to serve their particular needs



Russell Education Trust's Schools



Bristol Free School (established Sept 2011)

'Leaders are ambitious for all pupils. The curriculum is designed to build knowledge over time. It helps pupils remember what they learn. Leaders have ensured that the curriculum is engaging for pupils, and that it promotes diversity. Teaching focuses on what pupils need to know and do. Teachers have strong subject knowledge and are keen to share this with pupils. They know their pupils well and use this knowledge to help them learn.'

Ofsted 2022

Elmlea Infant & Junior Schools

'Pupils flourish at Elmlea Infant School. They achieve extremely well. Staff have high expectations for pupils' behaviour and conduct. Pupils feel safe and value the positive relationships they have with staff. Leaders are ambitious for what pupils with SEND can achieve.'

Ofsted 2023



Becket Keys Church of England School (established Sept 2012)

'The headteacher's inspired leadership has quickly established a vibrant, orderly community which enables students to thrive. He ensures that a family atmosphere is fostered across the school in which all students feel cared for, and valued.'

Ofsted 2014

St Andrew the Apostle Greek Orthodox School (established 2015)

'Students are making strong progress in a range of subjects. They value the leadership opportunities open to them. Students also appreciate the support and care they receive.'

Ofsted 2018



Kings School Hove (established Sept 2013)

'Leaders have created a culture that extends far beyond the academic. Staff value each pupil and know them well. The provision for personal development is first class. It is promoted consistently across the school.'

Ofsted 2022

Turing House School (established Sept 2015)

'The school has many strengths. Leaders have established an open culture at the school where there is a clear sense of teamwork and community across staff and pupils alike. Everyone takes pride in the school. It is a welcoming and vibrant place.'

Ofsted 2018

