

Nexus Education Schools Trust

Alexandra Junior School



Administrative Assistant Recruitment Pack



Nexus Education Schools Trust

Job Advert

Join our Team at Alexandra Junior School!

A School Administrative Assistant plays a vital role in ensuring the smooth and efficient running of the school's daily operations. Acting as the first point of contact for parents, visitors and staff you will manage a wide range of administrative tasks with professionalism and care.

If you are ready to make a difference and be part of a supportive team, we would love to hear from you.

Salary	S4 Outer London (£28,617 - £29,025 FTE)
Location	Alexandra Junior School Cator Road Sydenham SE26 5DS Tel: 020 8778 3961 www.alexandra-jun.bromley.sch.uk
Hours	22.5 hours a week (Monday to Friday 8.30 - 13.00) Fixed term to 31 st August 2027 Term time only, 39 weeks a year
Reports to	Senior Leadership
Start Date	As soon as possible
Closing Date	Midday on Wednesday 20th May 2026 Email application forms to recruitment@nestschools.org
Interviews	Monday 1 st June 2026 <i>We reserve the right to interview suitable candidates prior to the closing date.</i>

Alexandra Junior School

At **Alexandra Junior School**, we are proud to offer an inspiring and dynamic learning environment where children flourish and grow into confident, capable learners. Enriched by an exciting array of extracurricular activities, a passionate and dedicated staff, and a strong, supportive partnership with parents, our school is a place where every child feels valued and empowered to achieve their best.

We are a thriving learning community, passionate about education for both children and adults. Our mission is for every child to see themselves as a successful learner, building on their unique strengths and qualities. We are committed to excellence, fostering a community that values, respects, and celebrates each child for who they are.

Collaboration lies at the heart of our school. Parents are welcomed as true partners in their child's journey, and our dedicated Local Committee members bring a wealth of expertise, playing an active role in shaping the school's success. We work closely with **Alexandra Infant School** to ensure a smooth and seamless transition for Year 2 children into Year 3, creating continuity and confidence in their educational experience.

Our core values, **TLC – Thinking, Learning, and Caring**, are woven into every aspect of school life. These values define who we are, guide what we do, and inspire who we aim to be. Through stimulating learning experiences and a nurturing community, we ensure that every child not only excels academically but also thrives personally and socially.

At **Alexandra Junior School**, learning is a journey of discovery, growth, and joy - and we're excited to be part of every child's adventure.



Nexus Education Schools Trust

Nexus Education Schools Trust (NEST) a rapidly growing Multi-Academy Trust with 19 vibrant primary schools and 1 all through special educational needs school across Bromley, Kent, Lewisham and Southwark. Over the past five years, we've invested in state-of-the-art facilities, ensuring our schools provide exceptional learning opportunities for every pupil.

We are proud partners with a number of multi-academy trusts and groups of maintained schools, creating a collaborative network that enhances educational experiences across the region. As part of our commitment to developing outstanding teaching, we also oversee the Thames South Teaching School Hub, delivering high-quality teacher training and professional development in Bromley, Bexley and Greenwich.

At **NEST**, we believe in the power of collaboration. Our schools are united by a shared dedication to creating a culture of continuous learning, where inclusion is at the heart of everything we do. Each school plays a vital role in building a strong, interconnected professional learning community, driving success across our entire trust.

We are driven by a clear, moral purpose:

"To provide excellence and opportunity for all, transforming lives through education and inspiring the leaders of tomorrow"

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

We're proud to offer:

- **Endless Growth Opportunities:** Access to ongoing professional development to help you thrive in your career.
- **Thriving Partnerships:** Strong collaborations with schools to enhance your impact and network.
- **A Happy and Supportive Team:** Work alongside a motivated, friendly, and encouraging group of professionals. We are committed to helping you achieve your professional goals.
- **Comprehensive Training and Development:** NEST supports the continuous growth of all our staff.
- **Course and Qualification Opportunities:** Enhance your skills for your current role or prepare for future opportunities.
- **Career Advancement:** Gain qualifications that can help you progress within the organisation.
- **Resources You Deserve:** A well-equipped environment with the tools and support you need to succeed.
- **Innovative Culture:** Join an organisation that values creativity, teamwork, and fresh ideas.
- **Exclusive Perks:** Enjoy staff benefits like the Cycle to Work scheme and technology discounts.
- **Special Discounts:** Gain access to CSSC Benefits, BHN Extras and Blue Light Card savings, making your life outside work even better.

School Administrative Assistant- Job Description

Main Purpose of the Role:

The School Administrative Assistant is a member of the school's support staff, with responsibility for assisting with the effective operational management of the school office. The role provides high-level administrative, HR, safeguarding, and organisational support to the Headteacher and Senior Leadership Team (SLT), ensuring the smooth day-to-day functioning of the school.

The postholder plays a key role in maintaining statutory compliance, managing sensitive information, supporting staff and pupils, and coordinating staff cover and HR processes, including probation

Key responsibilities

Office Administration & Front-of-House

- Oversee the day-to-day operation of the school office, ensuring a professional, welcoming, and efficient environment.
- Act as the first point of contact for parents, visitors, and external agencies, managing telephone, email, and face-to-face enquiries.
- Manage reception, visitor sign-in procedures, and site security protocols.
- Coordinate school communications, including letters, newsletters, and digital updates.
- Support the planning and administration of school events, trips, meetings, and diary management for senior staff.

Leadership & Strategic Support

- Provide high-level administrative support to the Headteacher and SLT, including:
 - Minute-taking
 - Preparation of reports and documentation
 - Confidential correspondence and data analysis
- Contribute to the effective organisation of school systems and procedures.
- Support governance and compliance requirements as directed.

Pupil Administration, Welfare & Safeguarding

- Monitor and manage pupil attendance and punctuality, following up absences in line with school procedures.
- Coordinate pupil admissions, transfers, and leavers, ensuring accurate and timely records.
- Provide pupil welfare and first aid support, liaising with parents and staff as required.
- Maintain and update pupil medical and safeguarding records with strict confidentiality.
- Ensure safeguarding procedures are followed and sensitive information is handled appropriately.

HR Administration (Including Probation Management)

- Maintain accurate and confidential staff personnel records.
- Administer safer recruitment processes, including:
 - DBS checks
 - pre employment documentation
 - compliance checks
- Manage and monitor staff probation processes, including:
 - tracking probation periods and review dates
 - coordinating probation review meetings
 - Preparing and maintaining probation documentation
 - recording outcomes in line with Trust and employment policies

School Administrative Assistant- Job Description

- Liaise with senior leaders and central HR teams as required.
- Ensure compliance with HR, safeguarding, data protection, and health & safety policies.
- Maintain and have responsibility for the school's Single Central Record (SCR), ensuring it is accurate, complete, and kept fully up to date in line with statutory safeguarding requirements. This includes all staff, visitors, contractors, local committee members, and volunteers.
- Meet termly with the local committee member responsible for safeguarding to review the Single Central Record and safeguarding compliance and take action on any identified gaps.

Staff Cover Coordination

- Organise and manage daily and weekly teacher and support staff cover.
- Maintain and update the cover timetable.
- Liaise with teaching staff and senior leaders to resolve cover issues.
- Respond to unplanned absences, exercising judgement to ensure continuity of learning.

Administrative Systems & Data

- Maintain manual and computerised records using the school's MIS (Arbor).
- Lead and complete end-of-year procedures within the school's MIS system (Arbor), ensuring all pupil, staff, class, attendance, and statutory data is accurately finalised, archived, and prepared for the new academic year in line with Trust and DfE requirements. This includes coordinating timelines, checking data accuracy, and liaising with senior leaders as required.
- Produce reports and statutory returns for external agencies (e.g. DfE).
- Organise, file, and retrieve records accurately and securely.
- Manage correspondence, forms, and submissions within set deadlines.

Finance and Administrative Responsibilities

- Collate, count, and prepare daily banking, ensuring accuracy and compliance with internal financial procedures.
- Organise secure cash collection through G4S, maintaining appropriate documentation and reporting confirmation of collection back to the Finance team.
- Manage funds primarily from charity collections and parental cash payments for school activities and trips.
- Coordinate and administer residential trips, including:
 - Estimating cost per pupil by calculating accommodation and travel expenses
 - Proposing and managing instalment payment schedules for parents
 - Monitoring payments and proactively chasing outstanding balances ahead of trips
 - Processing cash and card payments where required
- Input purchase orders onto PSF and complete Goods Received Notes (GRNs) upon delivery, ensuring accurate tracking of orders and supporting financial reconciliation.
- Process orders, invoices, and payments in line with Trust financial procedures.
- Maintain office supplies and stock control.
- Support basic finance administration as part of the wider school operation.

IT & Systems

- Use ICT systems and office software confidently (e.g. Word, Excel, databases).
- Operate and maintain office equipment.
- Provide basic ICT support to staff where required.

School Administrative Assistant - Job Description

Special Conditions of Service

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. The central offices are based in a school and candidates are required to comply with Trust safeguarding and DBS procedures.

Policies and Procedures

Ensure, comply and be aware of all school policies and procedures in relation to all aspects of the school's management, teaching and learning.

Contacts and Relationships

Provide the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents/carers and colleagues.

Equalities

Ensure the school's equal opportunities policies are implemented and that statutory responsibilities regarding individuals and service delivery are met.

Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. We ensure your information is kept safe and used in a reasonable and ethical manner. As the data controller, NEST manages how your personal information is processed and for what purposes. All staff must maintain confidentiality regarding pupils, staff, and parent information. For more details, please refer to our Data Protection Policy at www.nestschools.org

This job description may be amended at any time after discussion with you.

School Administrative Assistant- Person Specification

Experience & Knowledge

- Proven experience in an administrative role, ideally within a school or educational setting.
- Familiarity with school management information systems (e.g. Arbor) or willingness to learn.
- Understanding of safeguarding, data protection, and confidentiality in a school context.

Skills & Abilities

- Excellent verbal and written communication skills.
- Strong organisational and time management skills with the ability to prioritise tasks effectively.
- Confident in using ICT systems and office software (e.g. Microsoft Word, Excel, email, databases).
- Ability to maintain accurate records and produce reports and correspondence to a high standard.
- Able to work independently and as part of a team in a fast-paced environment.
- High level of attention to detail and accuracy.

Personal Qualities

- Friendly, professional, and welcoming manner.
- Calm under pressure and adaptable to changing priorities.
- Discreet and trustworthy, especially when handling sensitive information.
- Committed to continuous professional development and learning.
- Enthusiastic about contributing to the wider life of the school.

Desirable Criteria

- Experience with financial administration, including processing invoices and managing petty cash.
- First Aid training or willingness to undertake training.
- Knowledge of school procedures, policies, and statutory returns (e.g. DfE submissions).
- Experience supporting HR processes such as recruitment and DBS checks.



Nexus Education Schools Trust

The application process

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. We comply with the statutory legislative requirements and guidance, including 'Keeping Children Safe in Education', and we follow a rigorous selection process which seeks to discourage and screen out unsuitable applicants.

Safer Recruitment

Our job descriptions and person specifications confirm individual responsibility for safeguarding the welfare and well-being of children and young people. All posts are subject to Enhanced Disclosure and Barring (DBS) checks.

Application Stage

We require all applicants to complete our Application Form which seeks to elicit the information we require to undertake the shortlisting process and to assess the applicant's suitability for the post they have applied for. We do not accept CVs in place of a completed Application Form. We reserve the right to reject any applicant who has failed to fully complete our Application Form.

Shortlisting

Only those candidates who meet the criteria outlined in the person specification will be shortlisted. We carry out online and social media searches as part of our due diligence on shortlisted candidates. If we identify any of concern to us, then this will be raised and explored during the interview.

Interview

1. Shortlisted candidates will take part in an in-depth interview and selection process.
2. Employment references will be sought before an interview.
3. Candidates will be asked to complete a Self Declaration Form in respect of their criminal record and to return this prior to the interview.
4. Candidates will be asked to address any discrepancies, anomalies, or gaps in employment in the application form including their employment history. Candidates will be invited to discuss any disclosures in their self-declaration form and any queries we have arising from the information provided in their employment references and/or our online and social media searches.
5. Proof of right to work in the UK and any relevant qualifications must also be provided at the interview.

Appointment

An offer of employment is conditional upon us being satisfied with the outcomes of all the following checks:

- Verification of the candidate's identity.
- An Enhanced Disclosure and Barring Service Certificate (DBS) including a Children's Barred List check
- An assessment of fitness to work to ensure that a candidate has the health and physical capacity for the job
- Overseas criminal record and overseas professional registration checks where a candidate has lived, worked or qualified overseas
- Verification that the candidate is not the subject of a prohibition order or section 128 direction made by the Secretary of State
- Compliant employment references
- Verification of qualifications and professional registrations relevant to the candidate's role
- Verification of the candidate's right to work in the UK
- Verification that candidates employed in reception classes, or wraparound care for children up to the age of 8, are not disqualified from working in these setting under the 2018 Childcare Disqualifications Regulations.

On appointment and annually thereafter, all colleagues are required to undertake Safeguarding training, Cyber Security training, GDPR training and to reaffirm and disclose any changes to their criminal record, and to read and confirm their adherence to Part 1 of Keeping Children Safe in Education, our child protection and safeguarding policy, behaviour policy and code of conduct (which includes our requirements in respect of ethical and professional standards and professional boundaries). All school based staff will be required to undertake first aid training.

Our contracts of employment place an ongoing requirement on all colleagues to immediately notify us if they are the subject of a police investigation, are released under investigation, or receive a caution or conviction.

Recruitment of Offenders

All posts within NEST are, (by the reason of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)) exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all applicants for employment with the Trust must disclose all unspent cautions and convictions and all unprotected spent cautions and convictions. An explanation of when a spent conviction is unprotected is available on the Ministry of Justice website.

- If relevant information (whether concerning previous convictions or otherwise) is volunteered by an applicant during the recruitment process of obtained through a DBS check, we will consider the following factors before reaching a recruitment decision:
- whether the conviction of other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of dangerous driving or of an offence of driving under the influence of alcohol or drugs, within the last 10 years.

Probation

All new colleagues will be subject to the NEST probation procedure for four months. The probation procedure is to enable the assessment of a colleague's suitability for the job for which they have been employed, which includes the monitoring and review of their performance of their duties, skills, qualifications, and experience outlined in the job description and person specification and their suitability to work with children and young people.

Equal Opportunities

NEST recognises the value of, and seeks to achieve, a diverse workforce that includes people from all backgrounds. We take positive steps to create an employment culture in which people feel confident about being treated with fairness, dignity, and tolerance irrespective of their differences. This commitment extends beyond the relationship between the conduct of colleagues, potential colleagues, and the whole community. We are committed to the elimination of unlawful discrimination and the promotion of good relations between all.

General Data Protection Regulations

NEST is committed to ensuring that your privacy is protected. By signing a contract of employment, you understand that NEST, and/or agents appointed by the trust, process your personal data, including "special category personal data" as defined in the General Data Protection Regulations (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations, and procedures. The information you provide (except equality monitoring information) may be shared with partner organisations that provide services to NEST. Further information on our data protection policy and privacy notices can be found on the NEST website.

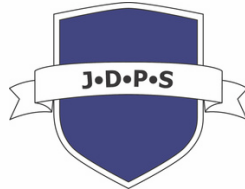
Our Trust



Alexandra
Infant
School



CHILDERIC
PRIMARY SCHOOL



John Keats
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www.nestschools.org