



**St George's**  
Junior School

**Business  
Support  
Administrator**

**Recruitment Pack  
Closing Date:  
21/9/26**



Welcome from the Headteacher

Dear Applicant,

Thank you for your interest in joining our school community. At St. George's Junior School, our vision is clear: Connect. Believe. Succeed. We believe that education is about building strong connections—between staff, pupils, families, and the wider community—because together we achieve more.

At St. George's Junior School, we connect with one another in a caring and inclusive community, believe in the unique potential of every individual, and inspire each and everyone to succeed academically, socially, and personally.

Our values, expressed through 'ICARE', guide everything we do:

- Integrity – Acting with honesty and fairness in all we do.
- Collaboration – Working together to share ideas and support one another.
- Ambition – Striving for excellence and encouraging everyone to reach their full potential.
- Respect – Valuing diversity and treating everyone with dignity.
- Empowerment – Giving our pupils and staff the confidence and tools to succeed.

These values are not only central to our school but also reflect the principles of Empower Trust, ensuring that we work collectively across the Trust to provide the very best opportunities for every child. By joining us, you become part of a wider community committed to integrity, collaboration, ambition, respect, and empowerment—values that underpin everything we do.

If you share our vision and values, we would be delighted to receive your application and explore how you can contribute to our journey of success.

Warm regards,

Kelly Lee  
Headteacher



**St George's**  
Junior School

**Post Title: Business Support Administrator**

**Reporting to: Headteacher and Business Manager**

**Salary: Grade 6 SCP 8-11 £26,824 - £28,142 FTE**

**Hours: 37 hours per week - Term time plus PD days**

**Location: St George's Junior School**

**Core Purpose of Role:**

- Under the guidance of Senior Staff (Business Manager and/or Headteacher/SLT), be responsible for understanding administrative, financial and organisational processes within the school. Assist with the planning and development of support services

**Principal Duties & Responsibilities**

**1. Organisation**

- Deal with complex reception/visitor/telephone matters
- Covering reception area ensuring staff are available at all times.
- Maintain a tidy and orderly office/reception area and stock areas at all times.
- Assist with first aid including administration of prescribed medication
- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Organise school trips/events etc.
- Liaison with EWO and parents
- Provide personal administrative and organisational support to the Headteacher and/or Business Manager.
- Manage and arrange supply cover in liaison with the Headteacher.
- Act in a polite and professional manner when dealing with queries/requests from parents escalating where necessary to the Business Manager
- Assisting with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer and other external visitors.

**2. Administration**

- Manage manual and computerised record/management information systems including making sure the Trust MIS (Arbor) system is up to date i.e. new children recorded (admissions), CTF's actioned.
- Ensure attendance is recorded in a timely manner on school MIS (Arbor) and parents contacted to advise of any absences.
- Provide clerical support – photocopying, filing, e-mailing, post sorting, ordering and stock checks
- Analyse and evaluate data/information and produce reports/information/data as required
- Respond to confidential correspondence under the direction of the Headteacher
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to both the Trust and outside agencies e.g. DfE.
- Administration of lettings, after school clubs and Chillzone and other uses of school premises
- Undertake financial administration e.g. raising Purchase Orders on Iris, ordering stock and curriculum orders
- Update the school website on a weekly basis ensuring it complies with statutory requirements.
- Take notes at meetings as and when required i.e. parent meetings
- Administration of new intake pupils and outgoing pupils on Trust MIS system
- Support with school social media content and administration
- Act as the school contact for any new pupil, issuing admissions packs and setting up new pupil files.
- Co-ordination of parents evening bookings and sending texts to parents as and when required
- Co-ordination of school student placements



**Job Title - Business Support Administrator**

**3. Resources**

- Operate relevant equipment/complex ICT packages (e.g. word, excel, management information databases (Arbor), spreadsheets, internet, sign in).
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Provide advice and guidance to staff, pupils and others.
- Assist the Business Manager in undertaking complex financial administration procedures when required.
- Assist the Business Manager with monitoring and evaluation of the budget.
- Manage expenditure within an agreed budget.
- Manage the issuing of staff/visitor passes.

**4. Other Responsibilities**

- Act as the school champion for the Trust's Management Information System (MIS-Arbor) providing training for new staff and advising staff of any updates, reports etc.
- Be aware of and comply with all school policies and procedures.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school and the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

**5. Safeguarding**

- Be aware of and comply with safeguarding responsibilities as outlined in the Trust Staff Code of Conduct and related policies and procedures

**6. Data Protection and other statutory responsibilities**

- Be aware of and comply with data protection responsibilities as outlined in the Trust Staff Code of Conduct and related policies and procedures.

**7. Other Duties**

- Any other duties that the Headteacher/Business Manager is/are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

**Review and Signatures**

- This job description is subject to review by the Headteacher/Business Manager in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

The school is committed to safeguarding and promoting welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements



**St George's**  
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**Job Title: Business Support Administrator  
Person Specification**

**Knowledge & Qualifications:**

Essential, the postholder must have:

- Good standard level of education
- Very good numeracy and literacy skills
- 5 GCSE's or equivalent, including English and Maths
- NVQ Level 3 in administration or equivalent
- Be an excellent communicator

Desirable, the postholder would ideally have:

- First Aid qualification

**Work or Relevant Experience:**

Essential, the postholder must have:

- 2 – 3 years' experience of clerical/administrative work
- Computer/keyboard skills
- Ability to take notes
- Experience of working in a busy environment
- Experience of working successfully as a team member

Desirable, the postholder would ideally have:

- Experience of working in an educational setting or other relevant environment
- Willingness to work as part of a very busy team





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Person Specification**

**Skills and Abilities (Relevant to Post):**

Essential, the postholder must have:

- Willingness to participate in training and development opportunities
- Very good ICT skills
- Ability to train, supervise and develop other staff
- Sufficiently fluent in spoken & written English to ensure effective performance in the role

**Personal Qualities:**

Essential, the postholder must have:

- Good communication skills
- Ability to relate well to children and adults
- Ability to work well as part of a team
- Flexibility and reliability
- Ability to maintain confidentiality

**Special Conditions:**

Essential, the postholder must have:

- Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check





## Why would an aspirational Business Support Administrator join us?

We are committed to developing our staff and to providing opportunities for growth. We want to encourage the career progression of our employees wherever possible, and support staff who wish to move between our schools and the Shared Services Team when suitable roles arise. We also offer secondment opportunities when available.

At Empower Multi-Academy Trust you would be working alongside excellent leaders in education, each with specific areas of expertise. We offer Middle and Senior Leadership development programmes, professional support networks and career development pathways for staff at all levels. In addition, we also have mentoring and coaching programmes, peer learning, internal and external CPD opportunities.

### Health and Wellbeing Services

Working in education is a challenging job and the health and wellbeing of our staff is high on our agenda and a key priority. We have several Trust wide wellbeing initiatives that offer support and guidance for our workforce:

- A Trust Wellbeing Strategy and Charter outlining our commitment to staff wellbeing.
- At least one trained Mental Health First Aider in every location, helping to embed our belief that physical and mental health hold equal importance.
- A network of Mental Health First Aiders and Mental Health Leads who provide support, guidance, and signposting to colleagues across the Trust.
- A Future in Mind network representing all our academies, who signpost staff to wellbeing support and information, and ensure staff voice is heard.
- A designated Trustee sponsor whose role is to ensure staff wellbeing remains a priority
- Wellbeing is a discussion item on each Trustee / Local Governing Body meeting agenda
- Dissemination of annual staff wellbeing questionnaires to inform future actions
- Active engagement in national and international awareness days
- Working towards the Mental Health and Work Commitment and the Education Staff Wellbeing Charter.

Take a look at our employee benefits [HERE](#)





## What we can offer you

### Vision Statement:

Connect; Believe; Succeed

### School Values:

Ambition; Collaboration; Empowerment; Integrity; Positivity; Respect

## Join Empower Multi-Academy Trust - Where People Matter



### EMPOWERMENT

We actively promote opportunities for every child, adult and school to influence their own practice and future.



### POSITIVITY

We adopt a 'can do' attitude and an optimistic approach.



### AMBITION

We encourage and support every child, adult and school to aim high to achieve their aspirations.



### RESPECT

We are thoughtful and considerate to ourselves, others and the environment.



### COLLABORATION

We work together to support everyone to achieve their aims.



### INTEGRITY

We are honest, transparent and fair in everything we do.





## Application & Selection Process

Please complete the online application form in full and submit with a supporting letter detailing how your skills, experience and attributes demonstrate your sustainability for the role.

Applications should be sent to Sharon Pacini, Business Manager, via the My New Term platform.

**The closing date for applications is: Monday 21<sup>st</sup> September 2026 at 12 noon**

**Interviews will be held on: tdc**

### Selection Procedure:

Successful candidates will be invited to interview on: date and time to be confirmed

More detailed information about the interview process will be provided to shortlisted candidates.

### Safer Recruitment:

Empower Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

### On the day interview:

All applicants will be required to bring in a minimum of three pieces of identification which verify their name, date of birth and current address., one of which must be a form of photographic identification.

### The following are acceptable:

- Valid passport, birth certificate or driving licence
- Additional proof of address such as a recent utility bill, council tax bill or bank statement (at least two are required and should be dated no more than three months ago)

**Applicants will also need to bring their qualification certificates relevant to the post.**

**Appointments are subject to the receipt of satisfaction references. References will be sought from the current employer and gaps in employment history followed up.**

### Data Protection:

You should be aware that the information you provide will be stored at Empower Trust and will not be passed to any third party. Please also refer to our Recruitment Privacy Notice.



## PRIVACY NOTICE - JOB APPLICANTS

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

### What is personal information

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

### Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data out-side of the recruitment process. If you do not consent to the organisation holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure that it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.



## What data do we hold on you?

**The personal data we hold regarding you can include, but is not limited to, information such as:**

- Your name and address.
- Email address and telephone number.
- Date of birth.
- Equal opportunities monitoring information.
- Your nationality and entitlement to work in the UK.
- National insurance number.
- Information about your current salary and benefits.
- Qualifications and skills.
- Work experience and employment history.
- Information about your criminal record.
- Disability status to enable us to make any reasonable adjustments throughout the recruitment process.

**Any applicant wishing to see a copy of the information about them that we hold should contact the organisation**

## Who can access your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

How do we protect applicants' personal data?

Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties. Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measure to ensure the security of data. For example, we ensure that we use encrypted devices, uses passwords, virus protection and has firewalls.

## What rights do you have in relation to your information?

You have the following rights in relation to your personal data: -

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. The right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.



- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
  - Processing based on legitimate interests or the performance of a task in the public interest / exercise of official authority.
  - Direct marketing
  - Processing for scientific / historical research and statistics.
  - Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>

This policy may be subject to change, and any changes. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on [admin@empowermat.co.uk](mailto:admin@empowermat.co.uk) Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.

