



KALEIDOSCOPE
Multi Academy Trust



Crockerne
Church of England
Primary School

Administrative Assistant Vacancy

Crockerne C of E Primary School

JOB TITLE: Administrative Assistant

CONTRACT: 16.5 hours per week TTO plus 5 INSET Days from September 2026 – Permanent – with flexibility to cover sickness or additional hours, if required.

SALARY: JG4 SCP7 (£26,403 - £28,142 FTE Salary)

ACTUAL SALARY: £10,296.85 - £10,975.04

REPORTING TO: Headteacher/Deputy Headteacher/Office Manager

JOB PURPOSE:

- To be an ambassador for the school when meeting parents and other visitors.
- To provide administrative duties to support the efficient day to day running of the school office.
- To support the ethos of a human scale school, providing a friendly and positive first point of contact to the school.
- To fulfil their job description, and to ensure they have read, understood and follow all safeguarding guidance including the Safeguarding Policy, Keeping Children Safe in Education: Information for all school and college staff (from Working Together document) and the Guidance for Safer Working Practice for Adults who work with Children and Young People.

OFFICE ADMINISTRATION DUTIES:

The post holder may be requested to undertake any but not necessarily all of the following duties. Duties required will be directed by the School Administrator, according to the school's needs.

Reception

- Providing a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner and providing hospitality for visitors.
- To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures i.e. signing in, issuing of identification badges
- To look after the school office and reception area ensuring that they are welcoming and tidy.

General administration

- To undertake general office duties e.g. telephone calls, emails, ensuring that all messages are dealt with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly; dealing with incoming and outgoing post,

maintaining the school diary, co-ordinating school dinner order, liaising with the kitchen/parents, co-ordination of school visits, collation of invoices etc.

Compliance, Data Management and Statutory Returns

- To assist with the maintenance and update of the school Management Information System (ScholarPack) and other online data storage, including producing reports when required.
- Ensure statutory returns are completed in a timely and accurate manner.

Admissions, Attendance and Safeguarding

- To support attendance monitoring; follow up on pupil absences daily with parents, liaising with teachers and recording information on the MIS.
- Administrate user access on Safeguard, GDPR and National College.
- Maintain the Single Central Record, ensure all statutory safeguarding returns are made in a timely manner (e.g. school employee leaver records);
- To assist with school admissions administration, under the direction of the School Administrator.
- To provide admin support to the Headteacher and other teachers, as required.

Marketing, publicity and communications:

- To update and maintain the school website, prepare newsletter and other publicity, including school social media (Instagram, Facebook, etc).
- Support the school's use of Office 365, Teams etc; ensuring there are efficient internal communications.

Health and Safety

- To act as an Appointed Person for first-aid, to be provide first aid support as Emergency First Aid at Work first-aider.
- To be a fire warden/marshal.

Finance and Procurement

- Work closely with the finance team to support accurate financial reporting and audit requirements.
- Ensure all financial processes comply with MAT/school policies and statutory requirements
- Prepare invoices for payment, ensuring they are authorised in line with financial procedures
- Assist with reconciling supplier statements against internal records.

GENERAL PROFESSIONAL DUTIES:

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School as outlined in the school's Safeguarding and Child Protection Policy.

- To recognise health and safety is a responsibility of every employee, to take reasonable care of self, pupils and others and to comply with the school's Health and Safety Policy and any school-specific procedures and rules that apply to this role.
- To respect the confidentiality of personal information, including that of pupils, staff and families, and to ensure the confidentiality of information received.
- The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required in accordance with the grade of the post. You will be working as part of a small, friendly team and may be asked to provide extra support within the school during busy periods.

Crockerne C of E Primary School is part of Kaleidoscope Multi-Academy Trust (KMAT) and central to the planning and systems of KMAT are our 5 C's:

1. Our schools are Child-centric (focusing on the whole child)
2. Creative and innovative
3. Community focused
4. Collaborative but distinctive
5. We have a Culture of high expectations and excellence, striving for and sharing best practice.

Safeguarding and Child Protection:

Kaleidoscope Multi-Academy Trust are committed to ensuring outstanding safeguarding procedures and to promote the welfare of our pupils.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

Closing Date: Wednesday 1st July 2026 at Midday
Interview Date: Monday 6th July 2026
Address: Westward Drive, Pill, BS20 0JP
Tel: 01275 372659
Email: office@crockerne.kmat.co.uk
Web: <https://www.crockerne.co.uk>