



**Down Ampney C of E Primary School**

**Application Pack  
Administration Officer**



Dear Applicant,

Thank you for your interest in the position of Administration Officer at Down Ampney C of E Primary School which is on the Gloucestershire and Wiltshire border. This post is for 30 hours per week, Monday to Friday 8am to 2pm.

Down Ampney is a thriving and inclusive primary school, dedicated to providing high-quality education and opportunities for all students. We are committed to ensuring that every child reaches their full potential and develops a love of learning. The school currently has three mixed-aged classes (EYFS/KS1, LKS2 and UKS2), small class sizes and higher than average non-standard entry. Meaning support across the school is varied and cohort specific. Down Ampney C of E Primary School is part of the Corinium Education Trust, which is a local Trust of primary schools and a secondary school. It is a supportive network of professionals with children and young people at its heart.

### Our School Vision

*Our school is a welcoming and inclusive community where everybody has a sense of belonging and is loved as a unique individual. Each child's journey is an open book that we enrich with learning opportunities, memories, and friendships. We empower our community to flourish through positive relationships and experiences in order that we live life in all its fullness while developing the confidence we need to have an impact in our changing world.*

Down Ampney C of E Primary School can offer you:

- ▶ The opportunity to work in a fully inclusive school with a friendly, open team.
- ▶ Students who are kind and keen to learn.
- ▶ A committed and welcoming school community who wants the best for Down Ampney C of E Primary School.
- ▶ Membership of a team committed to whole school and Trust improvement.
- ▶ Membership to Education Mutual our Staff Welfare Package
- ▶ A culture of belonging, built on trust and positive relationships.

In this application pack, you will find:

- ✓ A note from the CEO of The Corinium Education Trust;
- ✓ A copy of our Administrative Officer job description and person specification;

We encourage visits to the school. This can be arranged by emailing [Jo Mark, HR Manager,](mailto:Jo.Mark@coriniumeducationtrust.net)  
[j.mark@coriniumeducationtrust.net](mailto:j.mark@coriniumeducationtrust.net)

Interested candidates should apply through My New Term including a letter of application stating why you are applying for this role, how your experience/training has prepared you for this role and what you can bring to the school.

**Proposed Interview Date: Friday 8 May 2026**

**Applications close at 12 noon on Tuesday 5 May 2026**

We are committed to the safeguarding of our students, and employment will be subject to an Enhanced Disclosure from the Disclosure and Barring Service and receipt of satisfactory references. Please note that we are unable to accept CVs as a means of application and interested applicants must complete the application form on My New Term by the due date to be considered for this post.

Yours Sincerely,

Mrs Rebecca Gray – Executive Headteacher



## Why apply to work for the Corinium Education Trust?

At Corinium Education Trust, we are driven by a simple but powerful belief: **every child deserves an education that enables them to flourish – academically, socially and emotionally**. This belief shapes everything we do and underpins our ambition for every school and every community we serve.

Across our trust, you will see first-hand the transformative impact of outstanding educational experiences spanning all phases of education. Our work is rooted in high-quality teaching, strong partnerships, and a deeply collaborative culture. We are proud of the way we support and challenge one another, underpinned by a high-quality professional development offer that not only strengthens our own schools but also supports trusts across the Southwest. Importantly, while we work collectively, each of our schools retains its own unique identity, firmly rooted in its local community.

The trust and school leaders come together fortnightly through our leadership group meetings. These sessions are consistently positive, reflective and solution-focused, providing a valuable forum to shape and refine both policy and practice, and to ensure we continue to grow together in pursuit of the best outcomes for children and young people.

I hope prospective candidates for this role will share our values, our commitment to collaboration, and our belief in the power of education to change lives. We are seeking colleagues who are excited to build on strong foundations, contribute their expertise and play a meaningful role in shaping the next chapter of Corinium Education Trust.

We look forward to receiving your application

Claire Graham

CEO

Corinium Education Trust



## JOB DESCRIPTION

<b>Post Title</b>	Administration Officer
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<b>Main Job Purpose</b>	To provide efficient administrative and reception support to ensure the smooth day-to-day operation of the primary school. The role includes acting as the first point of contact for parents, students and visitors, managing enquiries in person and by telephone, and delivering high-quality administrative support.
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<b>Grade</b>	Grade 5, Scale Point 6 to 12
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<b>Working hours</b>	8am to 2pm Monday to Friday
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### Main Duties

#### Office Administration

- To be responsible for the daily running of the school office.
- To answer the door and phone in a polite, happy and confident manner, being welcoming and helpful.
- To ensure visitors sign in and are provided with a badge.
- To answer the phone in a friendly, professional manner and record and pass on messages as appropriate.
- To deal with incoming and outgoing correspondence whether hard copy or electronic mail.
- To produce letters, reports and other documents as required.
- To maintain the reception area in a tidy, well organised and efficient manner
- To maintain sufficient stocks of consumable stationery items, completing stock orders when required
- To assist in the control of expenditure including Petty cash, by the maintenance of records.

#### Student Administration

- To manage the process of admitting children to the school.
- To be familiar with all IT systems including the MIS and to process data and produce reports when required.
- Update and maintain computerised student records on the MIS, including medical details, and control the administration of medication.
- To contact parents/carers to establish the reasons for student absenteeism.
- To maintain up to date and accurate data files on every child.
- To assist in the booking of the after school and/or breakfast clubs, including preparing invoices for parents.
- To manage the attendance lists for extra-curricular clubs.
- To complete statutory returns such as the School Census and SATs results
- To organise the school meal provision
- To manage the organisation of school trips, including the collection of monies and booking of coaches
- To arrange for the collection of sick and injured students and to provide First Aid support.
- To manage the delivery of the school's free fruit supplies and milk supplies
- To prepare and manage the Parents Evening booking sheets.

#### Health and Safety Administration

- To assist the Executive Headteacher and Head of School to monitor the upkeep of the premises and grounds, ensuring the necessary maintenance & reporting is arranged as appropriate.
- Act as a designated key holder for the school, as required
  
- Oversee Risk Assessment files with Headteacher.
- To maintain accurate records of all the Health and safety checks carried out in school assisting the Head with the completion of the checks.

<b>Other Duties</b>	<ul style="list-style-type: none"> <li>➤ Administer medication to students in line with school policy, written parental consent and medical care plans</li> <li>➤ Ensure medication is stored securely and administered safely, following appropriate training</li> <li>➤ Maintain accurate and confidential records of all medication administered</li> <li>➤ Liaise with parents/carers and relevant staff regarding students' medical needs where appropriate</li> </ul>
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<b>Supervision and Management</b>	Reporting into the Head of School and Executive Headteacher.
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<b>Creativity and Innovation</b>	The jobholder works within school procedures, policies and approved methods but sometimes must interpret these to deal with a problem. Some innovation is required.
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<b>Decision Making</b>	The jobholder is expected to follow school procedures to resolve routine problems encountered in the job but to seek assistance, or approval to their recommendations, for anything more unusual.
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<b>Key Contacts and Relationships</b>	The jobholder will communicate regularly with all students, staff, parents and external organisations.
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<b>Resources</b>	The jobholder is expected to use school resources appropriately and with care but is not personally accountable for their overall security.
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<b>Working Environment</b>	The jobholder is not based in an environment where there are health and safety hazards.
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<b>Person Specification</b>
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<b>Experience</b>
<ul style="list-style-type: none"> <li>➤ Experience of working in an administrative or reception role</li> <li>➤ Experience of working in a school or education setting (desirable)</li> <li>➤ Experience dealing with the public, including parents/carers and visitors</li> <li>➤ Experience of managing telephone calls, enquiries and appointments</li> </ul>
<b>Qualifications</b>
<ul style="list-style-type: none"> <li>➤ GCSEs (or equivalent) including English and Maths</li> <li>➤ Relevant administrative or office qualification (e.g. NVQ Level 2/3 in Business Administration) – desirable</li> </ul>
<b>Knowledge &amp; Skills</b>
<ul style="list-style-type: none"> <li>➤ Knowledge of general office and administrative procedures</li> <li>➤ Understanding of safeguarding and confidentiality in a school environment (or willingness to learn)</li> <li>➤ Good IT skills, including use of Microsoft Office and school management systems (desirable)</li> <li>➤ Excellent verbal and written communication skills</li> <li>➤ Ability to manage competing priorities and work to deadlines</li> <li>➤ Strong organisational and record-keeping skills</li> </ul>
<b>Personal Qualities</b>
<ul style="list-style-type: none"> <li>➤ Friendly, approachable and professional manner</li> <li>➤ Calm and confident when dealing with children, staff and parents</li> <li>➤ High level of discretion and confidentiality</li> <li>➤ Reliable, flexible and able to work as part of a team</li> <li>➤ Commitment to safeguarding and promoting the welfare of children</li> </ul>
<b>Additional Information</b>
This job description may be amended in consultation with the postholder to reflect the evolving needs of the

Trust and its schools.

