



ROECROFT
Lower School

Administration Assistant

APPLICATION PACK



Roecroft Lower School, Buttercup Road, Stotfold, Herts, SG5 4PF
Website: www.roecroftlower.co.uk Email: admin@roecroft.co.uk



Best Practice with
Teaching Assistants Award
2018-2021





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Dear Applicant

Thank you for expressing an interest in our vacancy for an Administration Assistant to join our School Office team.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role. If you have any questions or want to find out more about this role, please contact:

Mrs Jo Lamb – Operations Manager

admin@roecroft.co.uk

Telephone: 01462 730336

Our website has a wealth of information, so please visit the site www.roecroftlower.co.uk as you may find answers to your questions there.

We look forward to receiving your application.

Mrs Hollie Cross
Headteacher



ROECROFT
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ETHOS AND MISSION STATEMENT

The ethos and aims of Roecroft Lower School are underpinned by an embedded belief in the teaching of a Values Based Education. Children are given the opportunity to thrive and enjoy their learning in a safe and supportive environment.

We believe our school is a unique place to work and learn. It has an individual identity that combines traditional values with a modern, vibrant vision. Ensuring our children are prepared for their futures and ready to tackle the next stage of their education with a courageous and respectful attitude. Moving into adulthood to become motivated citizens in the wider world.

Children and their families lie at the heart of this successful school. Staff bring a breadth and depth of professional knowledge and encourage a learning culture with a strong ethos of inclusion. Striving to ensure all children hit their potential whatever their starting point.

"Together, creating a better future for our children"



JOB DESCRIPTION

Administration Assistant

NJC Level 2b Points 3-5 £24,796 - £25,583 FTE

Actual pro rata salary £16,046 - £16,555

27 ½ hours, Term Time Only +5 inset days

8.30am – 3pm (finish time could be negotiable)

RESPONSIBLE TO: School Operations Manager

JOB PURPOSE: To provide Reception and Clerical support within a school office team.

MAIN RESPONSIBILITIES:

- To undertake reception duties and deal with general enquiries from visitors, parents etc ensuring that the signing in procedures are followed correctly with regard to Safeguarding within the school.
- To operate the school telephone system, forwarding calls as appropriate and taking messages as required.
- To be a main point of contact for first aid, care for sick pupils, arranging first aid as necessary and contacting parents where required.
- To provide clerical support to teaching staff, including routine typing/word processing, filing and photocopying.
- To monitor the school's emails, forwarding them to the appropriate member of staff, or responding as necessary.
- To ensure that the school website content is kept up to date. Adding new content as necessary.
- To organise the booking of staff training, and maintaining of a database.
- To organise invitations to community representatives to events, such as Easter, Christmas Plays and Dance Morning, and send Christmas cards each year.
- To assist with coordinating the autumn term open evening and pre-school visits.
- Update the school's website with event photograph's, newsletters, letters/ParentMails and dates on the calendar.
- Support of school library system alongside Library Lead.
- To organise the annual Book Fair with Scholastic.

The following duties are shared with the office team.

- Cover for colleagues in the office, including but not limited to the class registers and following up absences.
- To update pupil records on Integris as and when necessary.
- To send out forms and messages as required via Parentmail.
- To assist with the preparation of annual pupil admission packs.
- To assist with the input of new pupil data (Reception intake) on Integris.
- To organise hospitality, ensuring rooms are set up, refreshments are organised etc.
- Assist with the organisation of school events such as performances, consultation evenings, pre-school days for new parents, open evening etc.
- To deal with lost property, ensuring the return of named items and safe storage of unclaimed and unlabelled equipment.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.

GENERAL RESPONSIBILITIES

- To contribute to the overall ethos/work/aims of the school.
- To be committed to the safeguarding and promotion of the welfare of children and young people.
- To comply with the policies and procedures of the school.
- To develop constructive relationships and communicate well with all staff and other professionals.
- To participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.



PERSON SPECIFICATION

Administration Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to GCSE level with English and Maths at Grades A*-C or equivalent 	
Training/Skills	<ul style="list-style-type: none"> Good knowledge of Microsoft Office 	
Experience	<ul style="list-style-type: none"> Previous experience of clerical work 	<ul style="list-style-type: none"> Experience of working in a school office
Teamwork	<ul style="list-style-type: none"> Ability to work well within a supportive team structure. Be able to take direction but be prepared to take initiative when required. 	
Knowledge/ Aptitude	<ul style="list-style-type: none"> Good interpersonal skills. Good organisational skills and ability to priorities workload. Ability to work as part of a team and to use own initiative within set boundaries. Ability to cope with conflicting demands, deadlines and interruptions. Ability to maintain confidentiality at all times 	
Personal Characteristics	<ul style="list-style-type: none"> Flexibility Calmness Empathy Enthusiasm Initiative Good sense of humour. 	
Other	<ul style="list-style-type: none"> First aid experience/willingness to undertake first aid training Must be fluent in the English language in accordance with the Immigration Act 2016 	<ul style="list-style-type: none"> Current First Aid Certificate



HOW TO APPLY

Please complete your application via the link below to MyNewTerm

www.mynewterm.com/school/Roecroft-Lower-School/109484

If you are short-listed, we will seek references prior to interview and may contact previous employers for information or to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at the interview. Sorry, but we are not able to accept CVs.

Closing date: 8th January 2026*

Interview date: Week commencing 12th January 2026

Start date: ASAP

* We reserve the right to close this vacancy prior to the advertised deadline if a suitable candidate is successfully recruited for this position, interviews will be conducted on a rolling basis.

Roecroft Lower School is committed to the safeguarding of children and we adopt recruitment procedures that promote the safety and well-being of children. All posts are subject to Enhanced DBS clearance.

If you are invited for interview, you will receive communication via MyNewTerm explaining the date and time of interview and detailing what you need to bring with you. The interview process may include a skills test. For teaching posts, you will be asked to demonstrate your teaching skills. Please check the interview arrangements carefully to make sure you understand the selection process.

It is our policy to contact every applicant of the outcome of their application.

Any offer of employment will be conditional upon:

- Verification of right to work in the United Kingdom;
- Receipt of at least two satisfactory references;
- Verification of identity and qualifications;
- Satisfactory pre-employment online search as recommended by KCSIE 2022
- Satisfactory Enhanced DBS disclosure;
- Verification of professional status such as QTS, NPQH (where required);
- Satisfactory completion of a Health Assessment;
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

You should be aware that provision of false information including information relating to health and qualifications is an offence and could result in your application being rejected or summary dismissal if you have been selected.