



Senior School Administrator Application Pack



January 2026



Introduction

Thank you for your interest in the **Senior School Administrator** role. We are seeking a talented, friendly and organised School Administrator to join our Operational Team and provide administrative support for our vibrant, inclusive, and community-focused school in the heart of East Oxford.

This opportunity arises because our current Senior Administrator is taking on a new role within the River Learning Trust (RLT). We are proud to see members of our team progressing within the wider Trust, and we now look forward to welcoming a new colleague who will help shape the next stage of our journey.

A Strategic and Impactful Administrator Role

As our Senior School Administrator, you will play a pivotal role in leading the front-of-house and supporting finance, communication, HR and compliance. You will be a part of the Operational Team that ensures our school runs smoothly and efficiently, giving our child-facing staff the space to focus on what matters most: delivering an outstanding education to our children.

You'll need both strategic oversight and day-to-day adaptability, but more than that, we're looking for someone with creativity and commitment who can help us realise our **ambitious vision** for the future.

A School with Momentum and Purpose

Larkrise is a school with momentum. Over the past five years, we have made rapid progress, which was recognised in our March 2023 Ofsted inspection. The wider community is increasingly choosing us as their first-choice school, and **96% of parents and carers** stated they would recommend us to others (RLT Parent Survey March 2025).

We serve one of the most **diverse and vibrant catchments** in the internationally renowned city of Oxford. Our children come from a wide range of economic and cultural backgrounds, with over **thirty-two languages** spoken in school. This rich diversity is a source of strength and joy, reflected throughout our curriculum and our school culture.

A Role That Grows with You

We are proud of the **professional development** we offer all staff, and we are deeply committed to supporting your career growth. If you are successful in this role, we will work with you to build a tailored **Continued Professional Development and Learning (CPDL)** plan. This is further enhanced by our place in the River Learning Trust, offering access to a broad and high-quality training network.

Being part of the **River Learning Trust** also means you'll benefit from working closely with a **diverse family of schools**, sharing best practice and accessing support that stretches far beyond the school gates. The Trust is also actively involved with the Oxfordshire Teaching School Alliance (OTSA)—a highly respected partnership offering a rich array of development opportunities. **Larkrise is proud to be a strategic partner school within OTSA**, and we are excited by the continued collaboration this brings.

A Team You'll Be Proud to Join

At Larkrise, you'll be joining a **motivated, energetic, and highly supportive team**. Our staff care deeply about the children and each other, and we believe in creating a purposeful and joyful learning environment for all.

Our recent RLT staff survey highlights this clearly:

- 98% of staff feel their work makes a meaningful difference
- 94% feel supported by colleagues
- 92% are proud to work at Larkrise
- 92% feel valued and respected
- 92% believe the school is aspirational for all pupils
- 92% feel the school is well-led and managed
- 90% feel supported in their wellbeing by their line manager

You'll also be joining a community that values partnership. Our governors and **Friends of Larkrise** (our active parent and carer volunteer group) are deeply involved in school life, with 98% of parents saying they would recommend our school.

Come and See Us

This application pack will give you a strong sense of our values, but there's no substitute for experiencing our school in person. We warmly encourage you to visit, meet the team, and see our community in action. To arrange a visit with **Jon Gray (Headteacher) and Lisa Brionne-Gray (Business Manager)**, please contact the school office on **01865 721476** or email parents@larkriseprimary.org.

If you have **experience working in school administration or at a similar level within the business sector** and are excited about the opportunity to work in a thriving, diverse, and ambitious setting, we would love to hear from you.

This is more than a role. It's an opportunity to help shape the future of a dynamic school community and advance your career in a supportive and ambitious environment.

We hope to meet you soon.

Yours sincerely,



Jon Gray -Headteacher
(Headteacher)



Lisa Brionne Gray
(Business Manager)



Charlotte Stewart
(Deputy Headteacher)



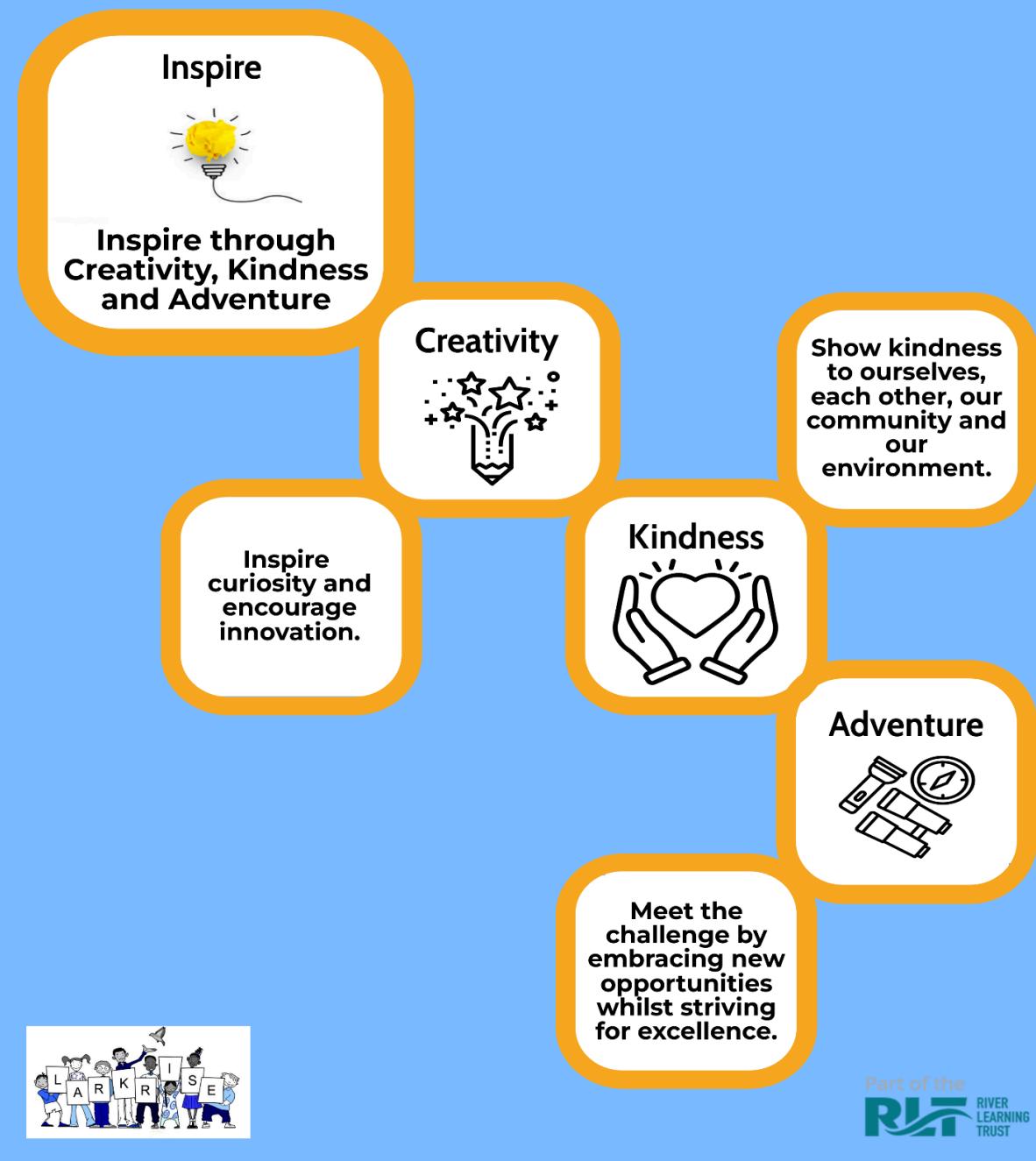
Morag Scott
(Assistant Headteacher)

Mission, Vision & Values

Mission-Vision-Values

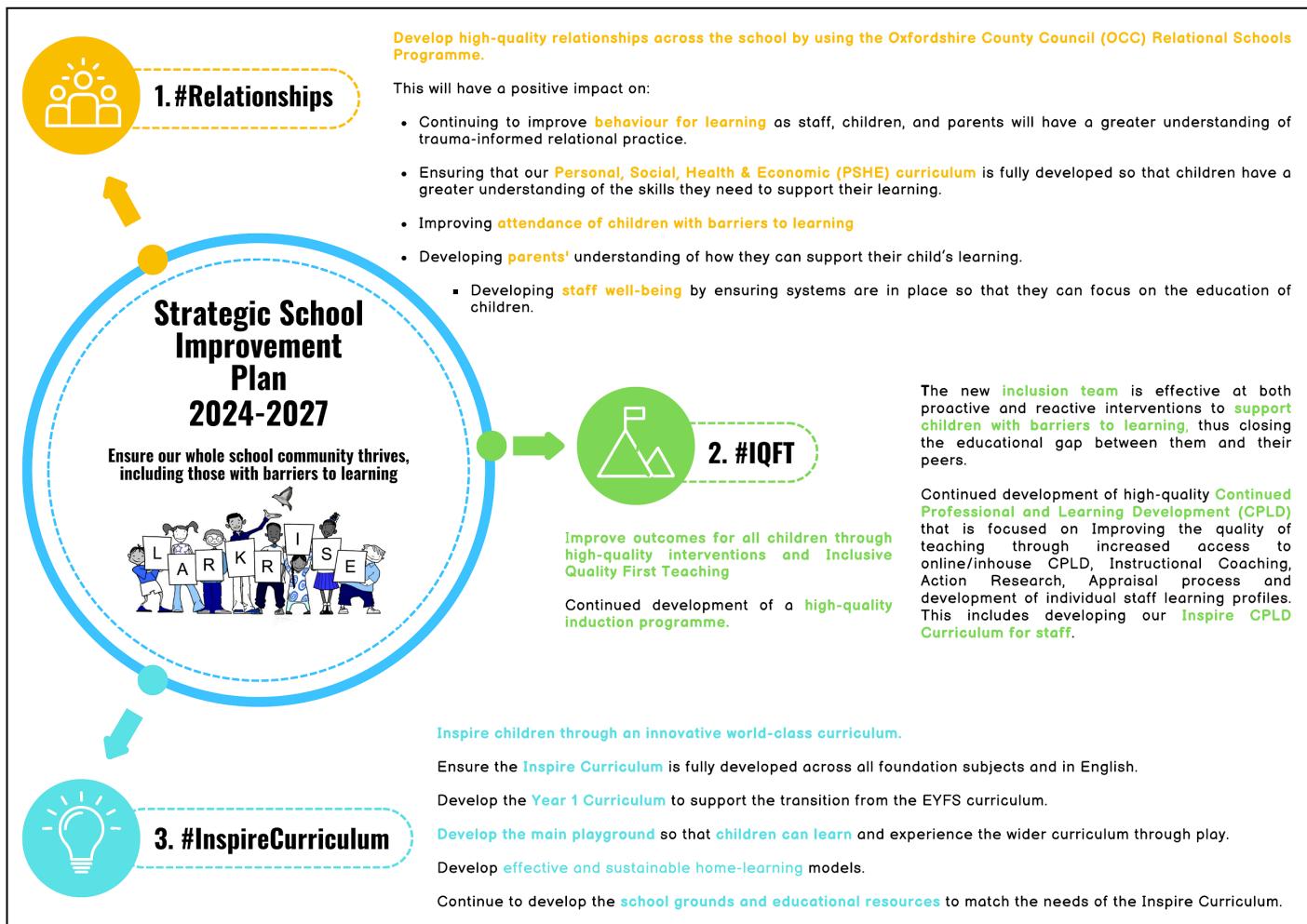
Mission: A vibrant and caring school which proudly reflects the diversity of our community.

Vision: To provide a world-class curriculum with high expectations for every child and within which well-being is nurtured and learning is limitless.



We are a forward-thinking school that looks to the future.

We are rapidly improving the school. We pride ourselves on using research to ensure improvements are implemented and embedded. Click on the image below to find out more about school improvement.



The Principles of the River Learning Trust



The River Learning Trust (RLT) is a multi-academy trust responsible for several schools and a school-centred initial teacher training (SCITT) provider within Oxfordshire. The schools and SCITT are united by their commitment to the principles of the trust and a shared belief in the benefits of everything gained by working together.

The River Learning Trust is a community of children, young people and adults with shared principles, including:

- Commitment to **Excellence**; striving for the best educational experience
- Everyone **Learning**; creating and taking opportunities that enhance lives
- Respectful **Relationships**; acting with care, integrity, and fairness in all we do

([Click here](#) for more information).

Click on the image below to watch a video about working in a school within RLT.



Senior School Administrator & Receptionist Job Description

Job Title	Senior School Administrator & Receptionist
Reports To	Business Manager
Salary	Grade 6 Scale Point 8 to 13 £26,824 to £29,065 pro rata £13.90 to £15.07 per hour 37 hrs per week 8.30 am to 4.30 pm (with a half hour for lunch) Term Time only (including inset days) Actual Salary £23,027 - £24,951
Contract	Full Time Permanent

Introduction

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, Deputy Headteacher and Business Manager, who will be mindful of their duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

Our Staff Charter

A core principle at RLT is Respectful Relationships, where acting with care, integrity, and fairness is demonstrated within schools, the SCITT, and the Central Team. We value each member of our professional community and value our health and wellbeing.

Our Staff Charter sets a standard that we all seek to follow; great schools thrive because of the people within them. Our RLT staff charter can be found [here](#).

Job Purpose

To be the welcoming face of the school to all visitors, and provide administrative support for the school.

Communication & General Admin

- To undertake reception duties, answering the telephone and face to face enquiries and signing in visitors in a friendly and welcoming manner
- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Manage the whole school electronic diary
- Opening and sorting post by forwarding onto relevant staff and sending out post
- Undertake administrative processes
- Operate relevant ICT packages (e.g. G-Suite Docs/Sheets/Forms, word, excel, databases, spreadsheets, website & Integris - School Management System, ParentMail, SchoolGrid, DfE sites etc)
- Undertake general financial administration e.g. processing orders
- Maintain stock and supplies, cataloguing and distributing as required
- Operate uniform/snack/other 'shops' within the school
- Undertake routine administration of school lettings and other uses of school premises
- Manage office date boards
- Manage the main parents office email by responding or forwarding onto relevant staff
- Administration & filing for Senior Leaders
- Ensuring all forms that are needed are in the front entrance
- Managing birthday cards for staff
- Upload newsletters & letters to the website
- Update the school calendar on the website
- Maintain and collate pupil reports
- Manage office date boards
- Manage the main parents office email by responding or forwarding onto relevant staff
- Ensuring all forms that are needed are in the front entrance
- Managing birthday cards for staff
- Upload newsletters & letters to the website
- Update the school calendar on the website
- Provide general advice and guidance to staff, pupils and others including safeguarding and health and safety information for visitors
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- 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

Educational Visits Administration

- Liaise with teachers & Educational Visits Coordinator to support the organisation of educational visits
- Assist in arrangements for school events etc and type up trip letters, managing responses and compiling lists of children attending, handling trip money and documenting and chasing parents as required

Admissions

- Input new children onto Integris- School Management System
- Manage waiting lists and admin for nursery and wraparound care
- Manage Common Transfer Files (CTFs)
- Chase and collect information from children's old school
- Collate and send information to leaver's destination school

IT Systems

- Manage staff & children's logins for IT systems
- School Management System: Attendance/ Admissions/ School Dinners

General responsibilities as part of the Trust

- To support teaching and learning by providing high quality support as part of a committed and flexible team
- At all times act in accordance with agreed local and national policies and procedures
- Contribute to the overall ethos/work/aims of the River Learning Trust
- Carry out other duties as required from time to time by line manager
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Health and Safety

- To take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.
- Manage the signing out of children during the school day.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc

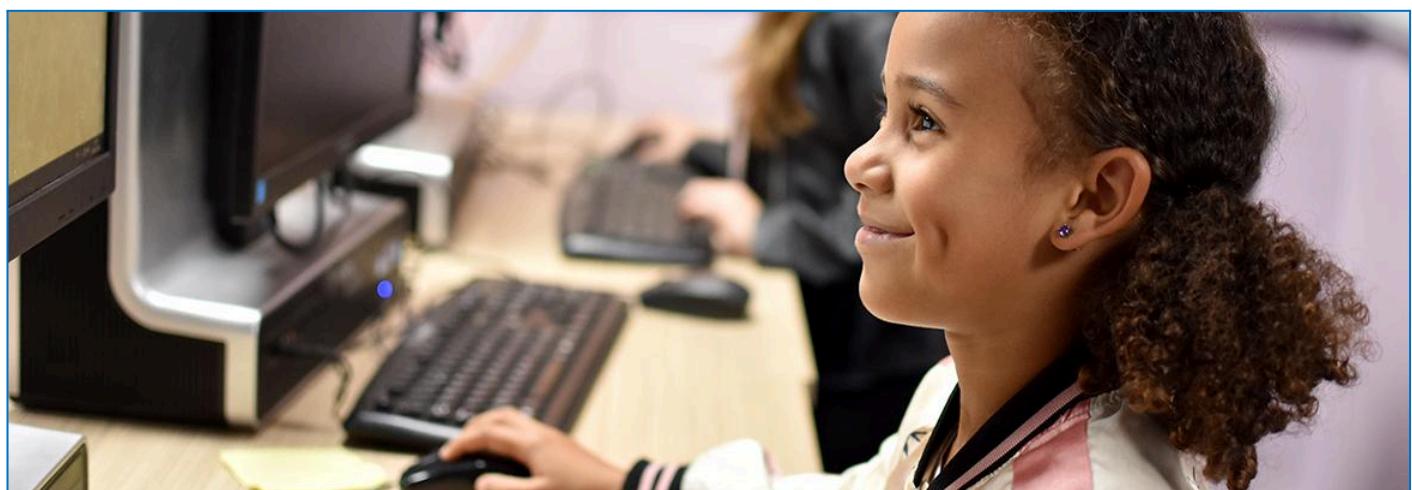
Safeguarding

Larkrise Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Note

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



Senior School Administrator & Receptionist Person Specifications

	Essential	Desirable
Qualification & Experience	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent qualification or experience in a relevant discipline or • GCSE English and Mathematics • Experience of general administrative work 	<ul style="list-style-type: none"> • Educated to A levels or above • Experience of working in administration within education
Knowledge & Skills	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Ability to use IT packages effectively • Effective use of ICT packages • Excellent keyboard skills • Knowledge of relevant policies/codes of practice & awareness of relevant legislation • Participate in development and training opportunities • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to work independently and to use your own initiative • Ability to identify your own training and development needs and attend training and support to address these 	<ul style="list-style-type: none"> • Ability to use Integris (relevant training will be provided)
Personal Qualities	<ul style="list-style-type: none"> • Sense of humour • Caring and friendly personality • A commitment to getting the best outcomes for the school and promoting the ethos and values of the school • Ability to work calmly under pressure and prioritise effectively • Resilience • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • An understanding of the importance of working in partnership with other schools in the wider RLT to promote improvements in education for staff and children. 	<ul style="list-style-type: none"> • The ambition to develop a career in education

The Interview Process



The deadline for applications is **12 Noon on Monday 26th January 2026. Applications are only accepted through My New Term.**

The interview panel will convene on the same day and will contact shortlisted candidates by email to arrange an interview. Interviews may be scheduled as applications are received.

The selection panel will include the Headteacher, Deputy Headteacher, Assistant Headteacher and Business Manager.

As part of the interview process we will also set a task to test your skills as a Senior school administrator & receptionist.

