



**Operations Administrator**

**Part-time**

**Salford Priors CofE Academy**



Salford Priors CofE Academy,  
School Road, Salford Priors,  
Evesham  
WR11 8XD

**Candidate Information**

***Together, pursuing life in all its fullness***

# Operations Administrator

The Trust is looking to appoint a part time Operations Administrator to work in our school reception/office. We are seeking someone who is committed to supporting the academy, it's pupils and staff, in a Christian educational provision.

In return we can offer:

- A rewarding working environment, where no one day is the same
- Lots of opportunities to make a difference and truly grow and develop as a person
- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organisation and contribute to its development and growth plans
- We are offering a salary of £28,598 to £31,022 per annum, full time equivalent (FTE), Grade G, points 11-14. Actual salary £17,959 to £19,486 per annum
- 26 hours a week, working 4 days, 8.30 am – 3.30 pm
- 40 weeks, term time + 10 days
- Eligibility to join the Pension Scheme; for the Vivup voucher scheme; the Employee Assistance Programme

## Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Denise Gibbs-Naguar, Headteacher via [denise.gibbs-naguar@salfordpriors.covmat.org](mailto:denise.gibbs-naguar@salfordpriors.covmat.org) for an informal discussion about the post.

Completed applications and supporting documents should be sent via My New Term.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Closing date: 8 July 2026

Interview date: 15 July 2026

Start date: Anticipated September 2026

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced with barred list Disclosure and Barring Services (DBS) check and other vetting processes. This will include an online/social media check for all shortlisted candidates.

# Job Description

## KEY PURPOSE

To take responsibility for day to day academy operations administration undertaking duties across a range of activities including data handling and reporting, compliance and general administration whilst operating within the safeguarding framework.

To maintain regular and effective communications with a wide range of academy and central team colleagues always maintaining appropriate confidentiality.

To champion the school's vision and values, proudly representing the school, and by fostering strong partnerships in the wider school community.

## ACCOUNTABILITIES

The appointee will be line managed by the Academy Business Partner and accountable to Operations and Compliance Lead

## PRINCIPAL RESPONSIBILITIES

### Reception

- To ensure an efficient, friendly and welcoming administrative service
- To ensure efficient office operations and functions, including maintaining all necessary systems
- To ensure deliveries into the academy are appropriately received

### Financial

- To provide an efficient and accurate financial service in accordance with Trust policy and procedures
- To administer financial transactions whilst following audit procedures
- To administer procurement processes through to payment, for example, producing purchase requisitions for approval, checking delivery of services/ goods and processing goods received notes and invoices.
- To administer and organise financial month end reports for authorisation/approval
- To maintain financial and asset records, for example the gifts and hospitality register
- To chase any outstanding monies in line with trust policies
- To undertake financial duties as directed by the Academy Business Partner.

### Human Resources

- To support the administration of the recruitment, selection and termination of staff in the academy including, arranging site visits for prospective candidates; organise any on site shortlisting materials as required
- To ensure the Single Central Record is completed in a timely manner for supply staff, contractors and volunteers and any other persons required
- To administer all employee absence in the appropriate manner, on the correct systems, following policies and procedures
- To identify the requirement for appropriate risk assessments to be undertaken
- To support with induction of all new staff
- To signpost colleagues to the appropriate HR team members for support as required
- To ensure effective administration of agency and supply staff

### Operations

- To complete accident reports forms and submit as appropriate
- To organise the letting procedures, agreements and enquiries
- To monitor and report on issues relating to the site
- To liaise with the trust Health & Safety specialist and act upon any reports
- To record accurate pupil medical details
- To support any first aid and medical requirements

### **General Academy Administration**

- To audit the information and complete the pupil census as required
- To ensure the efficient operation of academy email inboxes
- To ensure accurate production of communications on approved platforms and through appropriate systems
- To promote the school's vision and values, producing marketing and promotional materials for distribution to existing and potential new parents/carers and partners.
- To be responsible for the accurate and timely updating of the academy website
- To administer the Collect administration including Pupil Premium
- To ensure organisation of pupil lunches ensuring daily numbers are recorded and provided to the kitchen in a timely manner
- To reconcile invoices from catering supplier and pass for payment
- To ensure accurately maintained record details on IMS systems to include pupil absence, staff details and Free School Meals
- To organise and operate event administration including Christmas Fayre; Summer Fete; medicals and manage parental consent forms
- To undertake the timely administration for data including the Common Transfer File; appeals procedure; UIFSM/FSM applications and eligibility
- To record assessment data as required
- To prepare and organise reports and papers for the LGB meetings
- To ensure storage and retention of information and data in line with policies and GDPR regulations
- To operate nursery booking and paperwork (if applicable)
- To operate administration of extracurricular clubs liaising with the appropriate providers as necessary
- To monitor the on site catering contract

### **OTHER RESPONSIBILITIES**

To proudly represent the school, developing and fostering strong partnerships in the wider school community.

To undertake any further training as identified in the Trust review procedures.

To demonstrate a commitment to continuous professional and self-development in line with Trust and professional development priorities.

Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full cooperation of its employees.

To understand, comply with and promote the Trust's safeguarding policy and procedures.

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of our staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at: [www.homeoffice.gov.uk/](http://www.homeoffice.gov.uk/) Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for this post are among those who are not entitled to withhold information about any previous criminal conviction.

All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

Existing British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information on this.

To understand, comply with and promote the Trust's Code of Conduct.

To maintain confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times, especially concerning confidentiality, treatment of personal information and records management.

Be aware of, promote and implement the Trust's Quality and Information Security Management Systems. To report to line manager, or other appropriate person, in the event of awareness of bad practice.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy and Code of Conduct.

The Trust is fully committed to sustainable development and environmental initiative. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The Trust will support its academies in continuously seeking to find ways to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support these aims.

This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The Trust reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

## **SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Diocese of Coventry Multi Academy Trust, the Administrator will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

## **STRENGTHENING THE COMMUNITY**

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

**This will include:**

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

## **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

### DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

### ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

# Person Specification

		Essential	Desirable	Application	Interview Process	References
	<b>Qualifications and Training</b>					
1	Right to work in the UK	✓		✓		
2	GCSE Grade C or above or equivalent in Maths & English	✓		✓		
3	Previous experience of working within the education or charity sector		✓	✓		
4	School Business Management or other relevant qualification, or willingness to undertake		✓	✓		
	<b>Professional experience and knowledge</b>					
1	Experience of working in school administration		✓	✓	✓	
2	Awareness of issues and initiatives within a Multi Academy Trust		✓	✓	✓	
3	Demonstrably good IT skills including Word, Excel and Powerpoint, Microsoft 365	✓		✓	✓	
4	Experience of working in a similar role in an education environment		✓	✓	✓	
5	Experience of working with IMS or similar IT management systems		✓	✓	✓	
6	Understands and demonstrates the importance of confidentiality and discretion	✓		✓	✓	
7	Experience of managing priorities in a pressurized environment whilst meeting agreed deadlines/timescales	✓		✓	✓	
8	Experience of building and maintaining effective working relationships	✓		✓	✓	
9	Has an understanding and knowledge of safeguarding and promoting the welfare of children	✓		✓	✓	
	<b>Skills and attributes</b>					
1	Listens well, communicates clearly and fluently	✓		✓	✓	
2	Demonstrably excellent written and oral communication skills	✓		✓	✓	
3	Is friendly and relates well to people at all levels, and whether internal or external to the organisation - with staff, parents and pupils	✓		✓	✓	
4	Demonstrably strong administrative and organisation skills	✓		✓	✓	
5	Works productively in a high pressure environment	✓		✓	✓	
6	Works in a systematic, methodical and orderly way	✓		✓	✓	
7	Follows procedures and policies	✓		✓	✓	
8	Manages time effectively and able to multi task to meet deadlines	✓		✓	✓	
9	Detail orientated and able to take ownership of tasks and work with minimal supervision	✓		✓	✓	
10	Ability to challenge constructively and effectively	✓		✓	✓	

11	Possesses effective problem solving skills	✓		✓	✓	
<b>Personal Qualities</b>						
1	Maintains confidentiality and discretion	✓		✓	✓	
2	Adapts to the team and helps to build team spirit	✓		✓	✓	
3	Maintains a positive outlook at work	✓		✓	✓	
4	Has a flexible and enthusiastic approach	✓		✓	✓	
5	Focuses on customer needs and satisfaction	✓		✓	✓	
6	Achieves high standards for quality and quantity	✓		✓	✓	
7	Motivated to continually improve standards and achieve excellence above norms	✓		✓	✓	
8	A willingness to undertake continuing professional development		✓	✓	✓	
9	Resilience and determination to support Academy processes	✓		✓	✓	
10	Genuine passion and a belief in the potential of every student	✓		✓	✓	
11	Commitment to the safeguarding and welfare of all pupils	✓		✓	✓	
12	Promotes and defends equal opportunities	✓		✓	✓	
13	Have a willingness to demonstrate commitment to the Christian values and behaviours which flow from the MAT ethos	✓		✓	✓	
14	This post is subject to an enhanced Disclosure and Barred Service check	✓		✓	✓	

I ..... hereby confirm that I have received a copy of the Job Description for the post of Operations Administrator – Salford Priors Church of England Academy.

Signed .....

Dated .....