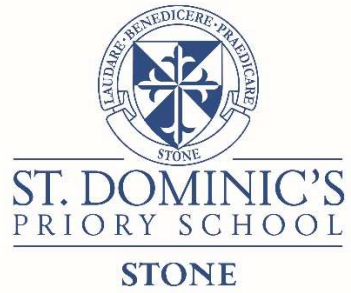


St Dominic's Priory School in Stone



**Part time – Administration Assistant
Information booklet for prospective applicants**

St Dominic's Priory School in Stone

Dear Applicant

Thank you for your interest in joining our team as a Part-time Administration Assistant at St Dominic's Priory School, Stone.

St Dominic's Priory School is a small, exceptionally friendly and highly successful Catholic independent co-educational school, educating pupils from Pre-school through to age 16. While rooted in Catholic values, we warmly welcome children of all faiths and backgrounds.

At the heart of our ethos is a commitment to educating the whole person. We strive to identify and nurture the individual strengths of every child, enabling them to flourish academically and personally. Our students develop a strong sense of purpose, growing into confident, independent young people who are well prepared to embrace life's opportunities. They combine enthusiasm and enjoyment in learning with a genuine determination to achieve, and they thrive when given responsibility.

We are proud to be recognised as one of the top-performing non-selective schools in the area. Our students have once again achieved outstanding GCSE results, with a 100% pass rate across all subjects this year. Consistently performing significantly above the national average, our results reflect our commitment to delivering an exceptional all-round education.

Our school environment continues to evolve, with a newly constructed three-storey teaching facility that has further enhanced the educational experience for both students and staff. We operate a two-form entry in the senior school, with small class sizes capped at 20 pupils. This ensures that every child is truly known, supported, and encouraged to reach their full potential.

We are seeking a professional, organised, and friendly Administration Assistant to join our team. This is a key role at the heart of the school, supporting the smooth day-to-day running of the office and providing a warm first point of contact for parents, pupils, staff, and visitors.

In return, we offer the opportunity to work within a caring, supportive and close-knit environment, alongside excellent opportunities for professional development.

I very much hope you will consider applying for this role. I would be delighted to speak with you further and to welcome you to visit the school for a tour, so you can experience first-hand what makes our community so special.

I look forward to hearing from you.

Yours sincerely



Rebecca Harrison
Headteacher

St Dominic's Priory School in Stone

The Role:

Part time – Administration Assistant, Stone, Staffordshire (20 hours per week)

Dates: Job to start as soon as possible after 1st June 2026

Salary: £12.96/hour, actual salary £11,145.60

Contract type: Term time only (36 weeks) + 1 week

Location: Stone

Contract type: Permanent

The **application form** and a **covering letter** of no more than two sides of A4 should be returned to:

Mrs Rebecca Harrison
Headteacher
St. Dominic's Priory School
37 Station Road
Stone
Staffordshire
ST15 8ER

All relevant documents (application form and job description) are available to download from this site and can be completed on My New Term or the school website www.stdominicspriory.co.uk (found under 'About, Job Vacancies')

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. As we operate in an educational environment the role is dependent on an enhanced DBS check.

Closing Date: 12th May 2026

Interview date: w/c 18th May 2026

St Dominic's Priory School in Stone

Job Context and Purpose

St Dominic's Priory School is an independent Catholic school catering for around 220 pupils aged 3-16. We deliver an excellent education, sporting provision and a variety of music, drama, arts and extracurricular opportunities in a friendly and supportive working environment.

We are centrally located within North Staffordshire and the school is situated in the picturesque canal town of Stone, within easy reach of Newcastle-under-Lyme, Stoke-on-Trent, Stafford, Uttoxeter, Cheadle and the surrounding villages. Stone Railway Station is only a 5-minute walk from school.

Our School Mission Statement is 'Living and Learning with Christ as our Guide'. The aims and ethos of the school are to create a love of learning in a friendly and happy environment, nurture individuality and instil in our students a sense of community spirit, rooted in Gospel values.

We wish to provide each child with tools that will equip them to, not only succeed academically, but contribute positively to a society in which values of justice and compassion are paramount.

St Dominic's welcomes children of all faiths and ethnic backgrounds and within our school community diversity is recognised and respected.

Investing time and individual attention in all our students helps them to develop into confident, nurturing and caring individuals who are ready to go out into the world and make a difference.

The school has consistently been Graded 'Excellent' by ISI inspectorates.

Candidates for this post should be:

- Has strong organisational and administrative skills
- Communicates clearly and professionally with adults and children
- Is calm, efficient, and able to manage a busy office environment
- Has good IT skills (Microsoft Office and school systems – training available)

Demonstrates discretion, accuracy, and a strong commitment to safeguarding This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

St Dominic's Priory School in Stone

The job profile for Administration Assistant

JOB TITLE:	Part Time - Administrative Assistant
DURATION / HOURS:	Permanent post with effect from June 2026
PAY:	£12.96/hr, actual salary £11,145.60, term time only plus 1 week
SELECTION PROCESS:	Method: Please complete the application form. Deadline: 12 th May 2026

PURPOSE OF THE POST:

The Administration Assistant will provide efficient, professional, and confidential administrative support across the school. They will act as an important first point of contact for parents, pupils, staff, and visitors, ensuring the school office runs smoothly and supports the wider school community.

AREAS OF RESPONSIBILITY:

Front Office & Reception

- Act as the first point of contact for telephone, email, and in-person enquiries.
- Welcome visitors, parents, and contractors in line with safeguarding protocols.
- Manage incoming and outgoing mail, deliveries, and general office correspondence.

Administrative Support

- Provide administrative assistance to the Senior Leadership Team and teaching staff.
- Maintain school records, including pupil files, attendance logs, registers, and data systems.
- Assist with the preparation of school reports, letters, newsletters, and documentation.
- Support admissions processes, including enquiries, tours, paperwork, and record management.
- Maintain school calendars, meeting schedules, and room bookings.
- MCAS – trips and clubs etc
- Co-ordination of Vaccination clinics

Attendance Support

- Monitor daily attendance and ensure registers are completed accurately and on time by teaching staff.
- Follow up promptly with teachers where registers are missing, incomplete, or require clarification.
- Update attendance records in the school's management system and support the preparation of attendance reports as required.
- Liaise with parents regarding attendance queries, absence notifications, and follow-up information, in line with school policy.
- Support the Senior Leadership Team with attendance tracking, paperwork, and administrative tasks related to attendance monitoring.

St Dominic's Priory School in Stone

School Trips Support

- Provide administrative support for the planning and organisation of school trips, visits, and extracurricular activities.
- Assist teachers and trip leaders with the preparation of trip documentation, including consent forms, medical information, risk-assessment paperwork, and itinerary details.
- Manage trip communications with parents, ensuring accurate and timely distribution of information.
- Support the coordination of transport, bookings, external providers, and related logistics.
- Maintain accurate records of payments, permissions, attendance lists, and required compliance documentation.
- Assist on the day of trips with registers, last-minute checks, and liaison with staff, parents, and pupils as required.

Compliance & Safeguarding

- Support the completion of safeguarding checks, including visitor logs and sign-in procedures.
- Assist with the organisation and documentation of compliance activities such as GDPR, health & safety, and policy updates.

Operational Support

- Order and manage office supplies, resources, and stock.
- Provide administrative support for school events, parent evenings, and activities.
- Liaise with external agencies, suppliers, and service providers as required.

First Aid

- First aid administration and record keeping

Training, Technology & Use of AI Tools

- Engage proactively with training related to new technologies, including AI-powered tools used across the school to improve efficiency and accuracy.
- Use AI-supported systems (such as document automation, communication drafting tools, and data-checking features) to assist with routine administrative tasks while maintaining accuracy and safeguarding data.
- Promote time-saving practices by identifying opportunities where digital tools, templates, and automated processes can streamline workflows.
- Support colleagues with the adoption and correct use of new systems, sharing best practice where appropriate.
- Ensure all technology and AI tools are used responsibly, securely, and in accordance with school policies, GDPR expectations, and safeguarding requirements.
- Keep up to date with training opportunities offered by the school or external providers to enhance digital confidence and administrative effectiveness.

St Dominic's Priory School in Stone

Other duties

- Undertake any other reasonable duties required to support the smooth and effective operation of the school

St. Dominic's Priory School in Stone

Person Specification – Administration Assistant

		Essential	Desirable
1	Qualifications	GCSE English and Maths	Further professional study
2	Experience	Experience of working in an office environment Excellent track record of attendance	Previous experience in a school or educational setting.
3	Knowledge/Skills	Strong organisational and administrative skills. Excellent written and verbal communication. Good IT skills, including MS Office and school management systems (training can be provided). High standards of accuracy and attention to detail.	Knowledge of administrative systems used in schools (e.g., MIS platforms - Bromcom). First aid qualification or willingness to train. Experience supporting admissions or finance processes.
4	Personal Qualities	Resilience, determination and enthusiasm Ability to work calmly under pressure in a busy school environment Ability to maintain confidentiality and uphold safeguarding responsibilities Warm, professional, and welcoming manner Ability to work as part of a team Excellent written and oral communication skills A desire to keep skills and knowledge up to date	A desire for further professional development