

Renhold VC Primary School

Office Administrator

Application Pack

Vacancy

We are seeking an experienced Office Administrator

Full time, permanent

Pay Scale: Level 3

Start: April 2026

Renhold VC Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Dear Applicant,

Thank you for your interest in working at Renhold VC Primary School. We have the exciting opportunity to welcome applications for an experienced full time Office Administrator, with the position starting in April 2026.

Renhold VC Primary School is a Voluntary Controlled day school within a catchment area which encompasses both rural and suburban areas, located to the East of Bedford.

We are a one form entry school with currently 175 pupils on roll from Reception to Year 6. There is also a preschool, which admits children from the term after they turn 3 years old, which can cater for up to 24 pupils.

Renhold VC Primary School is an inclusive school, embracing the fact that every child is different. The foundation of our curriculum is its Christian ethos, which recognises the faith foundation of our school and includes our Christian values. They underpin all of our work. We believe that children should be raised in an atmosphere of love and respect, which raises self-esteem and confidence, makes children feel secure and able to take risks with their learning.

We look forward to welcoming a new outstanding candidate to our warm and friendly team who has a genuine passion for being an integral part of the school community and helping to take the school to the next exciting phase in its journey.

If you are someone with excellent organisational skills, have the ability to cope with conflicting demands, deadlines and interruptions, who is resilient, innovative, passionate and kind-hearted, we would love to hear from you.

Visits to our delightful school are highly encouraged, please call the school office on 01234 771724 or email office@renhold.beds.sch.uk to make an appointment.

I very much look forward to meeting you and if you have any questions regarding the post, please do not hesitate to get in contact.

Yours Sincerely

Miss L Larham

Headteacher



Headteacher's Welcome

I am very proud to be the Headteacher of this wonderful school. Our children, families, staff and governors work in close partnership to create enriching learning opportunities, which ensure each and every pupil leave us at the end of Year 6 ready to relish the challenges of secondary education.

The ethos of the school is based on Christian values alongside good manners and hard work. We have very high expectations of behaviour at Renhold. Visitors often comment on the calm atmosphere and good relationships which are so important to us.

Our curriculum aims to encourage children to develop the skills they need for later life, with a very strong focus on the basic skills of English and maths which have been externally accredited through the Basic Skills Award. We track pupils progress very carefully and make sure everyone knows what the next steps for learning are. Our curriculum also covers much wider areas of learning and we offer numerous enrichment activities, such as clubs and visits. We work very hard at Renhold, but we also believe that learning should be fun. Children are encouraged to take responsibility for their own learning and to develop skills which will make them better learners.

We believe in providing an exciting, broad and balanced curriculum. STEM subjects are real favourites amongst the children; they truly love science and Design and Technology. We are also a creative school and are passionate about art and design. Our children take part in a variety of drama performances throughout the year. As well as our own specialist teachers, we have specialist teachers of art and music who regularly visit the school to work with our children. Sport is also a strength of the school; we have been awarded the School Games Gold Award 3 years in a row. Our sports teams have achieved considerable success. We take part in lots of interschool sports such as football, netball, rugby and athletics and everybody is encouraged to join in and have fun.

We are an inclusive school and we know all our pupils really well. Every single child matters at Renhold and we value children for all their different strengths and qualities. Feedback from pupil, staff and parent questionnaires is overwhelmingly positive.

Miss L Larham



Contextual Information:

School Site:

The school was opened by The Right Reverend Robert Runcie, Bishop of St Albans, on the 18th July 1977.

The school transitioned to a primary school, welcoming our first year 5 class in 2017.

Renhold is equipped with modern and comprehensive IT facilities and our buildings are well maintained. The school grounds are steadily being developed as an outdoor resource with the most recent addition being our delightful Peace Garden.

Staffing:

Our school has 28 staff members which includes senior leaders (including a SENDco), teachers, teaching assistants, 1:1 support staff, office staff (including a School Business Manager), midday supervisors and a site agent.

We are a warm, welcoming and friendly team, who are highly supportive of one another.

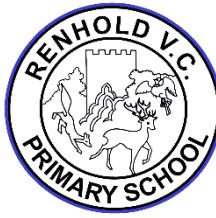
Governance:

The Governing Body is made up of 9 Governors who are visible and highly supportive members of the school community.

The Children:

The pupils are at the heart of everything the school does. They live and breathe our 12 school values and Christian Ethos of *“Living Life in all its Fullness”*. It underpins all learning and provides guidance for the pupils' day-to-day life.

Pupils appreciate taking on responsibilities, such as being a 'Senior or Junior Prefects', 'Eco-Champs' and 'Librarians'. They take care of the school environment and contribute towards decisions about how to improve the school. Throughout the school there are high expectations of how well pupils can achieve. Pupils try hard in their lessons and are keen to do their best.



Renhold V C Primary School

TITLE: Office Administrator – Level 3

TYPE OF WORKPLACE: Mainstream school

RESPONSIBLE TO: School Business Manager / Headteacher

JOB PURPOSE: Under the guidance of the School Business Manager and Headteacher, to be responsible for the provision of an effective and efficient administrative support service to the school.

MAIN RESPONSIBILITIES:

1. To provide administrative support to the School Business Manager, Assistant Headteacher and Headteacher.
2. To be responsible for updating the school's management information system (MIS), asset management and contracts register, ensuring all data is up to date and accurate.
3. To manage pupil attendance in line with school policy, ensuring reasons for absence are followed up, escalating where necessary and providing reports to the Headteacher.
4. To manage the admissions process for pupils joining the school or Pre-School to include arranging visits, new starter packs, collation of statutory information. To ensure the leaver process is followed and records are transferred.
5. To be responsible for the processing of Pre-School income, ensuring funding forms are completed by parents for input to Synergy and invoicing of non funded sessions, enabling payments to be received in a timely manner.
6. To provide administrative support for school trips, including the sending of letters to parents and managing the payments via online systems.

7. Organise the internal breakfast, after school clubs and external activity clubs each term, ensuring the provision is cost effective. Using the MIS to manage the club participants, ensure accurate registers are created for the club leaders and class teachers. Ensure payments are received and follow debt procedures where necessary.
8. To be the first point of contact for parents/carers, contractors, visitors along with pupils, staff and governors. Dealing with enquiries via post, telephone, email and face to face in a warm, friendly and professional manner, ensuring confidentiality and discretion.
9. To be responsible for obtaining quotes and placing orders in accordance with procedures, checking and distributing to classes, adding to the asset register where necessary.
10. Ensure all accidents/incidents are recorded on the ASSESSNet system as required.
11. To keep the school website updated with information, newsletters, dates and events.
12. To process DBS applications for staff and volunteers as part of the safer recruitment process, ensuring the Single Central Record is kept up to date at all times.
13. To process all statistical returns (pupil census, assessment data and other returns) in line with published deadlines.
14. To work collaboratively with colleagues as part of a professional team, working at all times within the school's policies and procedures.
15. To attend staff meetings, participate in performance management/appraisal arrangements and undertake training and development activities.
16. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information, following GDPR guidelines.
17. To ensure that all Health & Safety, accident prevention, safeguarding and emergency procedures are maintained, followed and regularly checked for both children and other members of staff. This includes all Health & Safety checks on your workstation, taking responsibility for your own health and safety and that of others.
18. To follow the school's E-Safety and Acceptable Use Policy at all times.
19. To follow the school's Whistleblowing Policy.
20. To undertake any other duties of a similar level and responsibility as may be required to fulfil the role.



Office Administrator Person Specification

Attributes	Essential	Preferred	Source
Education/ Qualifications	GCSE grades A to C to include English and Maths		Application form / Certificates
Experience	Previous experience of office administration Excellent working knowledge of Microsoft Word/Excel	Administration in school setting Using school software i.e. Arbor MIS	Application form
Skills/ Knowledge/ Aptitude	Excellent communication and interpersonal skills, verbal and written Excellent organisational and time management skills, prioritising workloads, multi-tasking Ability to cope with conflicting demands, deadlines and interruptions Ability to work collaboratively with others. Understanding the importance of confidentiality, GDPR and cyber security. Ability to take responsibility and work with autonomy within set boundaries.		Application form / interview Application form / interview Application form / interview Application form / interview Application form / interview

	To be professional and personable, resilient and reliable.		Application form / interview
Motivation	<p>Self-motivated and a willingness to undertake appropriate professional development.</p> <p>Commitment to equality principles.</p>		<p>Interview</p> <p>Interview</p>
Other	Must demonstrate the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post.		Interview