



**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***

# Administrator

The Trust is looking to appoint a part time 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 £25,583 to £25,989 per annum, full time equivalent (FTE), Grade E, points 5-6. Actual salary £9,579 to £9,731 per annum (£13.26 to 13.47 per hour)
- 15.5 hours a week, working 4 days  
One full day 8.30 am – 3.30 pm  
3 mornings working 3 hours each morning 9.00 am – 12.00 pm. We may be flexible with regards to actual time these hours are worked, eg 9.30 am – 12.30 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 assist the team in providing an efficient and effective reception and clerical support service to the school, adhering to all school policies and ensuring confidentiality is maintained at all times.

## ACCOUNTABILITIES

The appointee will be line managed by the Academy Business Partner.

## PRINCIPAL RESPONSIBILITIES

### Reception Duties

- Provide a welcoming reception service for the school, acting as a first point of contact for pupils, parents and visitors, dealing with enquiries as they arise, ensuring that the school's security and safeguarding procedures are adhered to at all times.
- Make and receive internal and external telephone calls, filtering and directing as necessary, taking accurate messages as required and delivering to the recipient in a timely manner.
- Arrange appointments and meetings on behalf of the leadership team as directed, liaising with parents, professionals and other outside agencies.
- Ensure the office and reception area facilities are tidy and presentable on a daily basis.
- Maintain any lost property, ensuring items are checked on for names and stored in a tidy manner.
- Provide refreshments for visitors as required.

### Administrative Duties

- Check and sign for deliveries. Where directed check goods against the relevant delivery note, and advise the Operations Administrator of any discrepancies or missing items before distributing to the appropriate budget holder or storage area.
- Ensure daily post is received, opened where directed and date stamped, distributing named post to appropriate staff, dealing with enquiries and replying to standard correspondence as delegated.
- Compile communications in appropriate formats and distribute appropriately, as required.
- Support in the administration of new pupils to school by liaising with parents, ensuring paperwork is completed accurately and advising of planned events.
- Monitor admin stationery supplies, including photocopying paper, and advise when to replenish, in a timely manner.
- Assist staff in the use of photocopiers, produce copy usage reports to the supplier when requested, and report any faults to the supplier in a timely manner ensuring follow up. Ensure sufficient stock of toner cartridges are available.
- Undertake general administrative duties as directed by the Operations Administrator/Academy Business Partner.

### Parents/Pupils

- Produce communications and information in appropriate formats for distribution to promote and raise the profile of the school
- Maintain the parent and staff information boards, displaying newsletters, posters and bulletins as directed.

- Collate and record all pupil information, data sheets, privacy notices, and consent forms, checking for accuracy, on Information Management Systems, ensuring all information is up-to-date, liaising with the Operations Administrator as necessary.
- Support parents with purchasing school uniform online and sell available stock to parents, ensuring stock levels are monitored and maintained as necessary.
- Assist with financial collections for sales of goods, ensuring that financial protocols are adhered to and follow up on outstanding payments.
- Record information for pupil attendance and school meal processes and procedures.
- Act as a first point of call for sick pupils, contacting parents/carers or emergency contacts to advise when their child is sick or injured as directed, collecting children from their class and completing associated paperwork for a child leaving the site.
- Support in administering medications to pupils as required, ensuring parents have completed the relevant consent form, and that medications are administered in line with school protocols.
- Any other duties and responsibilities within the range of the salary grade. You will be required to undertake an annual review to discuss achievements against job description and identify areas of training required.

## **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

Personal Qualities, Qualifications and Experience		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	Word processing and excel to level 2 or equivalent		✓	✓		
4	Previous experience of working within the education or charity sector		✓	✓		
<b>Professional Experience and Knowledge</b>						
1	An understanding of administrative procedures.	✓		✓	✓	
2	Financial procedures relating to cash collection.		✓	✓	✓	
3	Demonstrably good IT skills including Word, Excel and Powerpoint, Microsoft 365		✓	✓	✓	
<b>Skills and Abilities</b>						
1	Able to be a supportive member of a team	✓		✓	✓	
2	Enjoy working with children in a caring and sensitive manner within a multicultural setting	✓		✓	✓	
3	Able to remain calm under pressure, prioritise and organise workload to meet deadlines and seek appropriate solutions	✓		✓	✓	
4	Able to continue to complete work whilst being interrupted for other tasks	✓		✓	✓	
5	Able to liaise effectively with all stakeholders, to obtain and give information in a welcoming and courteous way.	✓		✓	✓	
6	Able to draft letters and compose replies, and produce statistics and reports as required.		✓	✓	✓	
7	Able to record and present information in a neat and legible way.	✓		✓	✓	
8	Able to sort, identify, classify, record and file accurately in alphabetical, numerical and subject order.	✓		✓	✓	
9	Able to maintain accurate accounts, recording income, cash handling and expenditure using the Academy protocols for audit purposes.		✓	✓	✓	
10	Able to implement office procedures and systems including advising staff when necessary.	✓		✓	✓	
11	Able to respond quickly and effectively to emergencies or disruptions.	✓		✓	✓	
12	Able to stay calm in the presence of irate visitors and follow agreed guidelines for such situations	✓		✓		
13	Able to recognise the importance of, and maintain security and confidentiality within the guidelines of Child Protection Act	✓		✓		
14	Able and willing to undertake staff training and development courses	✓		✓		
15	Use own initiative and be a positive role model to others	✓		✓		
<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	Motivation to continually improve standards and achieve excellence above norms		✓	✓	✓	
8	A willingness to undertake continuing professional development		✓	✓	✓	
9	Resilience and determination to support the academy	✓		✓	✓	
10	Genuine passion and a belief in the potential of every student	✓		✓	✓	
11	Commitment to the safeguarding and welfare of all pupils	✓		✓	✓	
12	Have a willingness to demonstrate commitment to the Christian values and behaviours which flow from the MAT ethos	✓		✓	✓	
13	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 Administrator.

Signed ..... Dated .....