



Market Drayton
Infant & Nursery School

Business Support Administrator
Recruitment Pack
Required September



Welcome from the Headteacher, Emma Morris

Thank you for your interest in joining our school community.

We are looking for a warm, professional and highly organised Business Support Administrator to become an integral part of our team. This is a rewarding role at the heart of school life, providing essential administrative, financial and organisational support that helps our pupils, staff and families thrive. Whether you are welcoming visitors to reception, supporting attendance processes, coordinating school events or helping ensure our systems run smoothly, no two days are ever the same.

At our school, relationships matter. We are proud of our inclusive and supportive culture and are seeking someone who shares our commitment to delivering exceptional customer service, building positive relationships with families and colleagues, and contributing to a welcoming environment where every child can succeed. If you are proactive, adaptable and enjoy working in a busy environment where your contribution truly makes a difference, we would be delighted to hear from you.

About the Role

As our Business Support Administrator, you will play a key role in the day-to-day operation of the school. Under the guidance of the Headteacher and Business & Operations Partner, you will support a wide range of administrative, financial and organisational functions that help the school run effectively and efficiently.

Key Responsibilities

- Managing reception and visitor enquiries.
- Supporting attendance, pupil records and school administration.
- Organising events, trips and parent communications.
- Assisting with financial administration and purchasing.
- Maintaining school systems, website content and social media.
- Providing administrative support to the Headteacher and wider school team.
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What We Are Looking For

The successful candidate will:

- Be highly organised with excellent attention to detail.
- Have strong communication and customer service skills.
- Be confident using IT systems and Microsoft Office applications.
- Work effectively in a busy environment and manage competing priorities.
- Build positive relationships with pupils, parents and colleagues.
- Share our commitment to safeguarding, inclusion and supporting every child to succeed.

We would be delighted to hear from candidates who are enthusiastic, dependable and keen to make a real difference to our school community.



Market Drayton

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Post Title: Business Support Administrator

Reporting to: Headteacher and Business & Operations Partner

Salary: Grade 6 SCP 8-11, £26,824 - £28,142 FTE

Hours: 37 hours per week, Term time plus 4 weeks (PD days, plus 3 weeks to be worked flexibly during school holidays with the opportunity to work from home during this time)

Location: Market Drayton Infant School

Purpose of the Post

Under the guidance of senior staff (Headteacher and/or Business & Operations Partner, be responsible for undertaking administrative, financial and organisational processes within the school. Assist with the planning and development of support services.

Principal Duties & Responsibilities:

Organisation

- Deal with complex reception/visitor/telephone matters.
- Covering reception area ensuring staff are available at all times.
- Maintain a tidy and orderly office/reception area at all times.
- Assist with first aid including administration of prescribed medication.
- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Organise school trips/events etc.
- Liaison with EWO and parents
- Provide personal administrative and organisational support to the Headteacher and/or Business Support Manager.
- Manage and arrange supply cover in liaison with the Headteacher.

Administration

- Manage manual and computerised record/information systems including making sure the Trust MIS system is up to date ie new children recorded, CTF's actioned.
- Ensure attendance is recorded in a timely manner on school MIS and parents contacted to advise of any absences.
- Provide clerical support – photocopying, filing, e-mailing, post sorting and distribution.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Respond to confidential correspondence under the direction of the Headteacher.
- Undertake administration of complex procedures.
- Administration of new intake pupils and outgoing pupils on Trust MIS system
- Complete and submit complex forms, returns etc., including those to both the Trust and outside agencies e.g. DfE.
- Administration of lettings, clubs and other uses of school premises.
- Undertake financial administration e.g. raising Purchase Orders on Trust Finance System, assist with collection and recording of cash eg cool milk money etc.



- Update the school website on a weekly basis ensuring it complies with statutory requirements.
- Support with school social media content and administration
- Take notes at meetings as and when required ie parent meetings.
- Act as the school contact for any new pupil, issuing new starter packs and setting up new pupil files.
- Co-ordination of parent evening bookings and sending texts to parents as and when required.
- Co-ordination of school student placements.

Resources

- Operate relevant equipment/complex ICT packages (e.g. word, excel, databases, spreadsheets, internet).
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Provide advice and guidance to staff, pupils and others.
- Assist the Business & Operations Partner in undertaking complex financial administration procedures when required.
- Assist the Business & Operations Partner with monitoring and evaluation of the budget.
- Manage expenditure within an agreed budget.
- Manage the issuing of staff/visitor passes.

Other Responsibilities

- Act as the school champion for the Trust's Management Information System (MIS) providing training for new staff and advising staff of any updates etc.
- Be aware of and comply with all school policies and procedures.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school and the Trust.
- 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.

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the Trust Staff Code of Conduct and related policies and procedures.

Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the Trust Staff Code of Conduct and related policies and procedures.

Other Duties

- Any other duties that the Headteacher/Business & Operations Partner is/are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.



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Business Support Administrator
Person Specification

Review and Signatures

- This job description is subject to review by the Headteacher/ Business & Operations Partner in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements.





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Business Support Administrator Person Specification

Knowledge and Qualifications:

Essential, i.e. the postholder must have:

- **Good standard level of education**
- **5 GCSE's or equivalent, including English and Maths**
- **Very good numeracy and literacy skills**
- **NVQ Level 3 in administration or equivalent, or willingness to undertake this qualification**

Desirable, i.e. the postholder would ideally have:

- **First Aid qualification**

Work or Relevant Experience:

Essential, i.e. the postholder must have:

- **2 – 3 years' experience of clerical/administrative work**
- **Computer/keyboard skills**
- **Ability to take notes**

Desirable, i.e. the postholder would ideally have:

- **Experience of working in an educational setting or other relevant environment**

Skills and Abilities (Relevant to post)

Essential, i.e. the postholder must have:

- **Willingness to participate in training and development opportunities**
- **Very good ICT skills**
- **Ability to train, supervise and develop other staff**
- **Sufficiently fluent in spoken English to ensure effective performance in the role**

Personal Qualities

Essential, i.e. the postholder must have:

- **Good communication skills**
- **Ability to relate well to children and adults**
- **Ability to work well as part of a team**
- **Flexibility and reliability**
- **Ability to maintain confidentiality**

Special Conditions:

Essential, i.e. the postholder must have:

- **Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check**



Why would an aspirational Business Support Administrator join us?

We are committed to developing our staff and to providing opportunities for growth. We want to encourage the career progression of our employees wherever possible, and support staff who wish to move between our schools and the Shared Services Team when suitable roles arise. We also offer secondment opportunities when available.

At Empower Multi-Academy Trust you would be working alongside excellent leaders in education, each with specific areas of expertise. We offer Middle and Senior Leadership development programmes, professional support networks and career development pathways for staff at all levels. In addition, we also have mentoring and coaching programmes, peer learning, internal and external CPD opportunities.

Health and Wellbeing Services

Working in education is a challenging job and the health and wellbeing of our staff is high on our agenda and a key priority. We have several Trust wide wellbeing initiatives that offer support and guidance for our workforce:

- A Trust Wellbeing Strategy and Charter outlining our commitment to staff wellbeing.
- At least one trained Mental Health First Aider in every location, helping to embed our belief that physical and mental health hold equal importance.
- A network of Mental Health First Aiders and Mental Health Leads who provide support, guidance, and signposting to colleagues across the Trust.
- A Future in Mind network representing all our academies, who signpost staff to wellbeing support and information, and ensure staff voice is heard.
- A designated Trustee sponsor whose role is to ensure staff wellbeing remains a priority
- Wellbeing is a discussion item on each Trustee / Local Governing Body meeting agenda
- Dissemination of annual staff wellbeing questionnaires to inform future actions
- Active engagement in national and international awareness days
- Working towards the Mental Health and Work Commitment and the Education Staff Wellbeing Charter.

Take a look at our employee benefits [HERE](#)





Our Vision: An excellent, happy school where we enjoy learning

**Our Values: Collaboration, Aspirations
Respect, Positivity**

Underpinning the vision statement are a series of aims, the 'why' we do what we do, these are our beliefs about education. As a school:

- We believe that we should provide a happy and safe learning community in which we nurture every child who is valued as a unique individual.
- We believe that everyone should be immersed in exciting, challenging learning through the delivery of inspirational and innovative opportunities.
- We believe that everyone should be inspired to achieve their full potential now and for the future.

Market Drayton Infants is a warm, nurturing, and community-focused school that places children at the heart of everything it does. Known for its dedicated staff, the school fosters a love of learning through creative teaching, engaging activities, and a strong emphasis on early childhood development. With its large nursery base the school fosters a strong connections with families from the start.

Throughout the school pupils are encouraged to grow in confidence, build positive relationships, and develop key skills that set the foundation for future learning. With a vibrant environment and a commitment to each child's well-being and progress, Market Drayton Infants provides a great foundation for young learners to thrive.

Join Empower Multi-Academy Trust - Where People Matter



EMPOWERMENT

We actively promote opportunities for every child, adult and school to influence their own practice and future.



POSITIVITY

We adopt a 'can do' attitude and an optimistic approach.



AMBITION

We encourage and support every child, adult and school to aim high to achieve their aspirations.



RESPECT

We are thoughtful and considerate to ourselves, others and the environment.



COLLABORATION

We work together to support everyone to achieve their aims.



INTEGRITY

We are honest, transparent and fair in everything we do.



Application & Selection Process

Please complete the online application form in full and submit with a supporting letter detailing how your skills, experience and attributes demonstrate your sustainability for the role.

Applications should be sent to Michelle Harrington, Director of People & Culture, via the My New Term platform.

The closing date for applications is: Friday 7th August 2026 at midday

Interviews will be held on: Wednesday 12th August 2026

Selection Procedure:

Successful candidates will be invited to interview on (Wednesday 7th August 2026, time TBC
More detailed information about the interview process will be provided to shortlisted candidates.

Safer Recruitment:

Empower Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

On the day interview:

All applicants will be required to bring in a minimum of three pieces of identification which verify their name, date of birth and current address., one of which must be a form of photographic identification.

The following are acceptable:

- Valid passport, birth certificate or driving licence
- Additional proof of address such as a recent utility bill, council tax bill or bank statement (at least two are required and should be dated no more than three months ago)

Applicants will also need to bring their qualification certificates.

Appointments are subject to the receipt of satisfaction references. References will be sought from the current employer and gaps in employment history followed up.

Data Protection:

You should be aware that the information you provide will be stored at Empower Trust and will not be passed to any third party. Please also refer to our Recruitment Privacy Notice.



PRIVACY NOTICE - JOB APPLICANTS

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

What is personal information

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data out-side of the recruitment process. If you do not consent to the organisation holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure that it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.



What data do we hold on you?

The personal data we hold regarding you can include, but is not limited to, information such as:

- Your name and address.
- Email address and telephone number.
- Date of birth.
- Equal opportunities monitoring information.
- Your nationality and entitlement to work in the UK.
- National insurance number.
- Information about your current salary and benefits.
- Qualifications and skills.
- Work experience and employment history.
- Information about your criminal record.
- Disability status to enable us to make any reasonable adjustments throughout the recruitment process.

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation

Who can access your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

How do we protect applicants' personal data?

Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties. Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measure to ensure the security of data. For example, we ensure that we use encrypted devices, use passwords, virus protection and have firewalls.

What rights do you have in relation to your information?

You have the following rights in relation to your personal data: -

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. The right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.



- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
 - Processing based on legitimate interests or the performance of a task in the public interest / exercise of official authority.
 - Direct marketing
 - Processing for scientific / historical research and statistics.
 - Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>

This policy may be subject to change, and any changes. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on admin@empowermat.co.uk Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.

