



Job details

Schools: St Thomas' CE Primary School (as part of LifeFull Schools)
Salary: Scale 6 point 18 (£37,509 FTE) to SO1 point 23 (£38,637 FTE) depending on experience
Hours: 36 hours per week - 8-4:00pm onsite. Including 45 min break per day

Contract type: Full time and permanent 5 days per week, term time only plus 1 week

Reporting to: Executive Business Manager & Head of School

Job Summary

- Provide a professional, welcoming and efficient reception and administrative service for pupils, parents, staff, governors and visitors.
- Lead and manage key pupil administration processes, including admissions, attendance, data management and statutory returns.
- Coordinate systems that support pupil welfare, health and medical needs, ensuring compliance with school policies and procedures.
- Support the smooth day-to-day operation of the school through effective communication, organisation of services and operational administration.
- Contribute to the wider life of the school and work collaboratively with colleagues across the Federation to promote high standards and positive outcomes for all pupils.

Key Responsibilities

1. Reception, Customer Service and School Administration

To provide an efficient, professional and welcoming administrative service to pupils, parents, staff, governors and visitors.

Responsibilities

- Greet visitors and provide a warm welcome and appropriate hospitality for guests.
- Ensure that the school administration team offers a helpful, friendly and approachable service in response to all enquiries.
- Ensure effective and efficient administrative systems are in place throughout the school.
- Ensure that the school entrance and reception area are tidy, welcoming and well organised.
- Act as a key point of contact for parents and carers.



2. Pupil Administration, Attendance and Data Management

To maintain accurate pupil records and support effective systems for admissions, attendance and statutory reporting.

Responsibilities

- Manage pupil admissions and maintain accurate records.
- Monitor pupil attendance and punctuality.
- Manage SIMS registers and carry out welfare calls.
- Undertake first-day absence calls and follow-up procedures.
- Input and maintain pupil data on the School Information Management System (SIMS) and complete statutory returns.
- Support assessment management and the reporting of pupil progress to parents.

3. Pupil Welfare, Health and Medical Administration

To ensure effective systems are in place to support pupils' health, safety and wellbeing.

Responsibilities

- Coordinate arrangements relating to pupils' medical needs.
- Train and act as a qualified first aider.
- Ensure that medicine consent forms are completed in accordance with the school's Health and Safety Policy when pupils are required to take medication in school.
- Ensure that asthma inhalers, EpiPens and other essential medications are in date and stored appropriately.
- Liaise with the School Nurse regarding healthcare plans where necessary.

4. School Operations and Communications

To support the smooth day-to-day running of the school through effective communication and operational administration.

Responsibilities

- Coordinate school communications, including newsletters and parent messaging.
- Share responsibility for updating and maintaining the school website.
- Organise extracurricular clubs, manage bookings and follow up outstanding payments from parents.
- Organise the distribution of food and drinks for pupils, including fruit, milk and bagels.



- Record and order school meals.
- Collect and process paperwork relating to Free School Meal applications.

5. Professional Responsibilities and Contribution to the School Community

To contribute positively to the life of the school and work collaboratively with colleagues across the Federation.

Responsibilities

- Contribute to the overall ethos and aims of the school and support the needs of all pupils.
- Promote equality, celebrate diversity and ensure equal opportunities for all members of the school community.
- Work collaboratively with the St Federation administration team across all schools within the Federation.

Safeguarding and Health & Safety

To contribute to the safeguarding, health, safety and wellbeing of all pupils and ensure compliance with school policies and procedures.

Responsibilities

- Comply with all policies and procedures relating to child protection, safeguarding, health, safety and security.
- Contribute to safeguarding and promoting the welfare of children in the school.
- Maintain the security of the school premises in line with the school's procedures and legal requirements, reporting any concerns regarding safety or security to the appropriate person.

Other Duties

To support the effective operation of the school and undertake additional responsibilities as required.

Responsibilities

- Undertake such other duties as may reasonably be directed by the Executive Headteacher and Head of School from time to time.
- Deputise for the School Business Manager and other members of the administration team during periods of absence.

All members of staff are expected to take responsibility for their work, encourage and accept feedback from



colleagues and line managers and respond to or adapt to change as required. We expect all members of staff to continue to learn and develop as professionals, attending relevant training to update knowledge and skills, enhancing qualifications and engaging in the performance management process.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks involved in this role. The post holder may be required to do other duties appropriate to the level of the role, as directed by the executive head teacher.

Person Specification

CRITERIA	QUALITIES	Appli cation	refer ence	obse rvati on	inter view & task
Qualifications and Training	Essential - 5 GCSEs including English and mathematics (grade C or above)	X			
Experience	Desirable - Experience of working in a school or college	X			
	Essential - Experience of working in a team and cooperating with others	X			
	Essential - Experience of prioritising workload, time management and dealing with conflicting priorities	X			X
	Desired - Experience in school systems such as SIMS, SAM, SchoolComms...	X			X
	Desirable - Experience in communicating with other stakeholders	X			X
Skills and Knowledge - all elements are essential	Ability to relate well to children and adults by using good communication skills; demonstrating an ability to speak and write Standard English	X		X	X
	Effective use of IT to support office administration	X			X
	Good written and oral communication skills	X		X	X
	Ability to self-evaluate learning needs and actively	X			X



	seek learning opportunities				
	Ability to build effective working relationships with colleagues, pupils and parents	X	X	X	X
	Ability to manage own work effectively	X			X
	Work constructively as part of a team, understanding office roles and responsibilities and own position within these	X			X
	Awareness/Compliance - to be aware of and comply with policies and procedures relating to safeguarding, health, hygiene, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.	X			X
	Display commitment to protection and safeguarding of children	X	X		X
Personal Qualities	Be committed to ongoing professional development	X		X	X
	Be organised and thorough – with a strong attention to detail	X			X
	Be proactive, take the initiative and take responsibility for office administration		X		
	Be flexible and positive; having a 'can do' attitude				X
	Be calm and diplomatic – able to maintain a professional demeanour at all times		X	X	
	Support and encourage the overall Christian ethos/work/aims of the school	X	X		X
	Resilient and adaptable		X		X
	Able to self-regulate		X	X	
	Have a positive outlook with a good sense of humour	X			X
Able to work on own initiative	X		X		



	Able to manage complexity				X
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When writing the supporting statement please ensure that you have covered all the points required in the application column above.

Please give personal examples to support the points that you make.