



THE DIOCESE  
OF GLOUCESTER  
ACADEMIES TRUST  
*unlocking potential*



Administration Assistant – part time  
Recruitment Pack  
Christ Church C of E Primary School





Dear Applicant,

The closing date for completed applications is 12<sup>th</sup> April at 1pm. Interviews are scheduled to take place on 19<sup>th</sup> April

To submit your application please email the completed form, before the closing date, to [admin@christchurch-chelt.gloucs.sch.uk](mailto:admin@christchurch-chelt.gloucs.sch.uk).

Yours faithfully,

Mrs Pope  
Head Teacher



Christ Church C of E Primary School (Academy Status) is a happy and caring one-form entry Church School in the heart of Cheltenham (210 children). It also has an attached Communication and Interaction Centre (10 children), which is managed on a day to day basis by a Teacher in Charge.

We are seeking to appoint an excellent Administration Assistant to be a part of our dedicated and caring team. We are looking for someone with office experience, preferably within a Primary school.

If you are a caring and enthusiastic team player with a passion for learning and helping children to be the best they can be then we would welcome the opportunity to hear from you

**We are looking for someone who:**

- Maintains a clear, calm and consistent approach to working with children, parents, other staff and lead professionals.
- Is a committed team member with a good sense of humour.
- Is able to quickly develop and establish excellent relationships with children, parents, governors and all members of our school family.
- Will support the Christian ethos and values of the school.

The post is offered as a salary of Grade 5.

This is a part-time, permanent post for 2 days a week, 8am – 4pm (exact days yet to be confirmed). The post is term time only and includes INSET Days.

Further details and an application form can be downloaded from the vacancy area of our website.

If you would like an informal conversation about the role, please contact Mrs Williamson, administrator, on 01242 523392 or email [admin@christchurch-chelt.gloucs.sch.uk](mailto:admin@christchurch-chelt.gloucs.sch.uk)

Closing date for applications is 1pm 12<sup>th</sup> April.

Start date is 3<sup>rd</sup> June or September 1<sup>st</sup> 2024.



### **Safeguarding**

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate and any offer is subject to further safeguarding checks having been completed, including an online search.

A copy of the school's Safeguarding and Child Protection Policy can be found here:

<https://www.christchurchschool-chelt.co.uk/policies/>

### **Ex-offenders**

Information on the recruitment of ex-offenders can be found in our Safer Recruitment policy, a copy of which is available on request.

### **Online searches**

It is a requirement of the recruitment process that online searches are undertaken for potential candidates. By applying for the post you consent to the school carrying out online searches of publically available information, including social media, prior to interview



## Job Description

**Job Title:** Administration Assistant  
**Responsible to:** Head Teacher  
**Line Management:** School Business Manager  
**Contract Type:** Permanent

### Overall Purpose of this post

- The Administration Assistant manages the work of the front office and provides administrative support to both teaching and non-teaching staff
- The Administration Assistant is the main point of contact between the school and parents/carers
- When necessary, the Administration Assistant also undertakes the role set out in the in the school's Fire Evacuation Procedures.
- Undertake other duties as required within the grade of the post.

### MAIN DUTIES AND RESPONSIBILITIES

#### 1. Office

- Oversee the reception service: greeting visitors, and dealing with parents.
- Operate the telephone and security system.
- Maintain the office diary and, make appointments in liaison with the relevant staff.
- Provide assistance to the PTA as required.
- Conduct tours of the school for prospective parents and visitors if required.
- Organise and maintain club registers, ensuring parents are advised of any cancellations.
- Organise and co-ordinate the visit of the school photographer, including letters to parents, collation and distribution of orders.
- Liaise with School Nurse regarding health issues in relation to pupils.
- Undertake such administrative and clerical tasks as maybe necessary in accomplishing these duties and responsibilities, including operating office and data processing equipment, and applying and using new technology.

#### 2. Attendance

- Day to day registers.
- Oversee chasing up of absences using agreed systems and timescales.
- Provide regular updates on pupil attendance.
- Provide information to the Education Entitlement & Inclusion Team (LA) in relation to pupil attendance.

- Ensure that school registration systems are correctly administered.
- Produce statistical data on attendance.
- Process warning letters for Penalty notices and follow up on defaulters.
- Regarding applications for holidays during term time, pass on to the Head Teacher for approval. Process any follow up actions as required by the Head Teacher.
- Be the initial contact for most attendance issues in school.

### **3. Administration**

- Organise the office and arrange the necessary systems for administration, communication and record keeping.
- Open and distribute the post and e-mails.
- Prepare letters to parents, curriculum documents and correspondence for the Head Teacher and other relevant staff as required.
- Be the first point of contact for recruitment. Send out application packs, book visits, copy and distribute applications and organise refreshments.
- Undertake confidential typing and clerical procedures relating to staff as required.
- Maintain the master Policy file, updating and distributing policies when necessary.
- Act as administrator for the schools data tracking system.
- Operate and monitor the school to parents' texting system.
- Co-ordinate and monitor the school residential trips, including: making bookings; taking payments and ensuring resources required are available.
- Maintain an efficient office filing system.
- Co-ordinate the distribution of newsletters and other communications with parents, governors and other relevant parties.
- Manage the Cool Milk provision.
- Monitor and collate school lunch orders.
- Co-ordinate and record documentation relating to staff drivers and volunteer drivers for school events and activities.

### **4. Resources**

- Make travel arrangements for school trips and events, including obtaining competitive prices and booking of coaches.
- Apply to the local swimming pool for teaching sessions and manage the related administration.
- Maintain and keep tidy stationery and office stores and communicate other requisitions as necessary.
- Manage the school uniform store by preparing and placing orders to replenish stock, checking stock delivered when required.
- Install upgrades for administration network as required.

### **5. Finance**

- Manage the Parent Pay facility (for payment of school meals), monitor and chase outstanding debts.
- Provide meal requirement reports to the caterer.
- Advice and support parents in the use of the Parent Pay system.
- Act as cashier, to receive, collate, record and reconcile payments for school trips, swimming, uniform and clubs in accordance with approved business practice.
- Sell uniform and other items to parents and pupils.

## 6. Record Keeping

- Maintain pupil records both on the computer, using the Scholarpack package, and also manually.
- Provide statistical information as requested, e.g. school census, pupil tracking, transfer of pupils and other Government, County Council or school data requests.
- Maintain and co-ordinate the file of educational visit forms.
- Initiate, collate and maintain permissions for photographs of children to be used in the public domain; internet access and publication of work and photographs on the school's website, walks in the locality and the showering of children.
- Prepare and submit assessment data to LA and other outside agencies in liaison with teaching staff.
- Update the school website and liaise with school staff regarding content.
- Record all staff absences centrally and pass to SBM for submitting via Eforms.

## 7. Admissions

- Liaise with new parents regarding admission to school in Reception Class and further up the school, and to provide them with the appropriate documentation, i.e. school prospectus etc.
- Be responsible for the organization and updating of new academic year and in-year admissions
- Ensure all relevant work and documents are forwarded to relevant parties when a pupil leaves in-year.
- Organise and produce all relevant letters and communications relating to the prospective parents evening; the new parents meeting and the schools open day.
- Monitor spaces as children leave school.
- Instigate proceedings for filling spaces in co-ordination with the LA.
- Control the waiting list.

## 8. Fire Warden

- When necessary, undertake the role set out in the schools fire evacuation procedures.

## 9. General expectations



- Be aware of and comply with policies and procedures relating to child protection, health & Safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Attend and participate in meetings as required.
- Participate in training, other learning activities and performance development as required.
- Assist in the supervision, training and development of staff as required.

#### **CONFIDENTIALITY:**

- Confidentiality must be maintained in all matters relating to the school.

#### **Other**

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.





## Person Specification

	Essential	Desirable
<b>Personal Values</b>		
Committed to actively promoting the Christian ethos and values of the academy	X	
Committed to the Academy vision	X	
<b>Qualifications</b>		
Level 3 qualification or minimum of 3 GCSEs (including Maths and English) at Grade C / 4 or above	X	
<b>Experience</b>		
Experience of working in a busy office environment	X	
Experience of working in an education/school setting		X
Ability to work under direction and on own initiative	X	
Handling confidential information	X	
Familiarity with school systems such as SIMS, Scholarpack, ParentPay etc		X
Understanding of safeguarding guidelines and procedures		X
<b>Personal Qualities</b>		
Excellent administration skills	X	
Effective use of IT applications including proficiency in Microsoft Office 365 applications	X	
Friendly and approachable with strong written and oral communication skills	X	
Well-motivated with the ability to use his/her own initiative	X	
Excellent organisational skills and attention to detail	X	
Flexible and co-operative team worker	X	
Reliable and punctual	X	
Able to work efficiently and accurately under pressure and to prioritise tasks	X	
Confident in dealing with a variety of stakeholders	X	
Professional and honest	X	



**Additional Requirements**

A DBS will be required prior to appointment	X	
Good health and attendance record	X	
Excellent and unequivocal references	X	
Current driving licence and personal transport		X



## Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty primary and one infant school within the Trust. Twenty of the schools have Church of England schools designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

### *Our vision is to enable all to flourish.*

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

### *Our aims are to be:*

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

### *Our core principles:*

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

### *School is Trust and Trust is School*

In order to support the Trust's academies, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance
- Compliance and GDPR