



Administrator

Recruitment Pack

St James CofE Primary School





Dear Applicant,

Thank you for your interest in the post of Administrator

St James CofE Primary School is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website [www.stjamescofeprimary-dgat.co.uk](http://www.stjamescofeprimary-dgat.co.uk) and the Trust website - [www.dgat.org.uk](http://www.dgat.org.uk) - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is 23<sup>rd</sup> February. Interviews are scheduled to take place as soon as possible after the closing date.

To submit your application please email the completed form to [recruitment@dgat.org.uk](mailto:recruitment@dgat.org.uk) by the closing date.

Yours faithfully

Caryn Smith

Headteacher



The Diocese of Gloucester Academies Trust seek to appoint an

**Administrator**

We are looking to appoint an enthusiastic Administrator to join our busy school office team. The successful candidate will have good communication, numeric and literacy skills with admin experience but not necessarily in a school setting. Training will be provided on the software packages used. We are a friendly and welcoming school where staff work well together and feel valued.

The hours are 8.30am-12.00pm, Monday to Friday, term time only. The post is paid at Grade 3 Point 4.

Please refer to the Application Pack for the job description, but if you would like to find out more, please call the school office on 01242 516836 or email [admin@st-jamespri.dgat.org.uk](mailto:admin@st-jamespri.dgat.org.uk). Visits are welcome.

The post is offered as a salary of grade 3 point 4 on a permanent basis.

This is a part-time post for 17.5 hours a week.

Further details and an application form can be downloaded from the vacancy area of our website [www.dgat.org.uk/vacancies](http://www.dgat.org.uk/vacancies) or [www.stjamescofeprimary-dgat.co.uk](http://www.stjamescofeprimary-dgat.co.uk)

Closing date for applications is **23<sup>rd</sup> February 2026**.

**Other information that might help you decide if this is the role for you**

Usual working days and times:	8.30am-12.00pm, Monday to Friday
Work environment	School office, school environment.
Dress code:	Smart/casual
Employee benefits:	<p>Free and confidential employee assistance programme available 24/7</p> <p>High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: <a href="https://www.dgat.org.uk/cpdl-and-events">https://www.dgat.org.uk/cpdl-and-events</a></p> <p>A range of clear and supportive policies.</p>

**Please note:**

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. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.

## 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-one primary, one junior and two infants schools within the Trust. Twenty-two of the schools have Church of England 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 our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal

- Finance and Business
- Premises and Insurance
- Compliance and GDPR
- Governance

## Job Description

Job Title:	Administrator
Responsible to:	School Business Manager
Line Management:	School Business Manager
Contract Type:	Permanent

## Overall purpose of this post

### Administration

- To promote excellent relationship and a positive ethos on behalf of the school when communicating with staff, community, parents and external contacts
- To be a receptionist as first point of contact for visitors and welcome visitors to St James
- To deal with parent, community and external contact queries
- Manage confidential data and storage management
- Assist other Administration staff with managing manual and computerised record/information systems within the school including Arbor, ParentPay, Pupil Attendance, lunch registers, Text/email service, parents evening bookings
- Manage the administration and communications of the school effectively and efficiently, using school communication systems including telephone and email
- Be responsible for administering the Cool Milk scheme, including checking for Pupil Premium entitlement and advising parents if children do not drink milk. Be responsible for ordering and monitoring usage of staff milk. Be responsible for weekly reporting to NMRU the figures for under 5s.
- Organise the office and arrange the necessary systems for administration, communication and record keeping.
- Keep the school calendars up to date with events related to parents.
- Open and distribute the post and emails.
- Maintain an efficient office filing system.
- Operate and monitor the school parents' texting system.
- Welcome supply teachers and visitors to school in line with KCSIE

- Communicate school trips via e mail with parents, set up parent pay/Arbor and monitor payments.
- Maintain photocopiers and office equipment, reporting issues to Canon and advising staff
- Be responsible for one off/occasional events such as school photos, NHS screening checks

### **Attendance – support other Administration staff**

#### **Lunches**

Download daily lists from Parentpay for the kitchen and staff and liaise with teachers as necessary. Distribute lunch bands. Record weekly lunches taken and communicate with kitchen staff. Communication with parents if a lunch has not been booked and packed lunch not provided to ensure all children have a meal at lunchtime. Input lunch menus to Parentpay termly. Liaise with kitchen about trips that affect lunch orders/times.

#### **Resources**

- Maintain and keep tidy stationery and office stores and communicate other requisitions as necessary.
- Install upgrades for administration network as required.

#### **Record Keeping**

- Comply with GDPR regulations.
- Update the school website if required and liaise with school staff regarding updates.

#### **Medical/First Aid**

- Assist with first aid, referring serious accidents to designated first aiders.
- In conjunction with the designated first aiders, ensure medicines in school are in date and appropriately stored and records are maintained, communicated and up to date at all times.
- Communicate with relevant staff and organisations about medical issues and dietary requirements

### **Fire Warden**

- When necessary, undertake the role set out in the schools fire evacuation procedures to assist with safe evacuation of staff, pupils and visitors in the event of fire.

### **General expectations**

- Be aware of and comply with policies and procedures relating to child protection, Health & Safety, security, confidentiality and data protection (GDPR). Reporting all concerns to the appropriate person.
- To be responsible for promoting and safeguarding the welfare of children within the school
- Attend and participate in meetings as required.
- Participate in training, other learning activities and performance development as required.
- To adhere to the overall ethos/work/aims of the school
- Establish constructive relationships in school and with external contacts.
- Be willing to undertake similar duties to those laid out, commensurate with the level of the post as required by the SBM and Head Teacher.
- To be flexible and a team player.

### **CONFIDENTIALITY:**

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

### **EXPERIENCE/QUALIFICATIONS:**

- The post holder should have a sound knowledge of office systems and procedures including good interpersonal and computer skills and a good command of written and oral English.

### **SUPERVISION:**

- None

### **LINE MANAGER:**

- School Business Manager

## PRINCIPAL CONTACTS:

- Staff and pupils within the school.
- Visitors and parents.
- DGAT & LA
- Governors.
- Outside agencies, including local police, school nurse, local media and suppliers.

### 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 their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

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 school	<b>x</b>	
Committed to the school's vision	<b>x</b>	
<b>Qualifications</b>		
Good maths and literacy qualifications	<b>x</b>	
Recent ICT training and/or experience within a work place using the ICT skills to a good standard, including Word and Excel	<b>x</b>	
Evidence of recent professional development linked to the post		<b>x</b>
First aid		<b>x</b>
Recent Child protection /Safeguarding training		<b>x</b>
<b>Experience</b>		
working in an office environment using ICT and proven experience of working using own initiative as well as being a team player	<b>x</b>	
experience of working in a education environment		<b>x</b>

Understands the importance and the use of more complex IT programs	<input checked="" type="checkbox"/>	
Ability to follow general office policies and procedures currently in the school	<input checked="" type="checkbox"/>	
Has experience of management information systems e.g. Arbor, Parentpay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Personal qualities</b>		
Good written and oral skills	<input checked="" type="checkbox"/>	
Committed to providing the best possible level of efficiency and effectiveness	<input checked="" type="checkbox"/>	
Is able to manage own time effectively	<input checked="" type="checkbox"/>	
Ability to prioritise work load and expectations	<input checked="" type="checkbox"/>	
Positive and enthusiastic	<input checked="" type="checkbox"/>	
Is flexible and able to work under pressure and meet deadlines	<input checked="" type="checkbox"/>	
Is caring and approachable	<input checked="" type="checkbox"/>	
Understands and applies confidentiality and support within the breadth of the post	<input checked="" type="checkbox"/>	
Works in partnership and communicates effectively (both orally and in writing) with other staff, parents, carers and outside agencies	<input checked="" type="checkbox"/>	

Is the positive friendly face of the school for visitors and community	<input checked="" type="checkbox"/>	
A willingness to contribute to the policies and procedure developments within the office and wider school as appropriate.		<input checked="" type="checkbox"/>
Able to work within a team	<input checked="" type="checkbox"/>	
Reliable and punctual	<input checked="" type="checkbox"/>	
Able to work efficiently and accurately under pressure and to prioritise tasks	<input checked="" type="checkbox"/>	