Elm Tree Multi Academy Trust

Recruitment Information Pack

School Administrator

at Telford Junior School

An overview of Telford Junior School

Dear Applicant,

Telford Junior School is a thriving and nurturing school that offers a safe, inclusive and enjoyable learning environment for 7–11-year-old pupils.

As part of The Elm Tree Multi Academy Trust (ETMAT), our mission is to achieve educational excellence and enrich the lives of young people. Our children are challenged to succeed in a caring and supportive environment, where an enjoyment of learning flourishes.

Our four year groups each have three mixed ability classes, where teachers and teaching assistants strive to provide a stimulating well-resourced learning environment to engage and inspire children. The majority of pupils transfer from Telford Infant School at the end of Key Stage 1, with a smaller number of children joining from other primary schools.

We deliver a rich, broad and balanced curriculum, equipping our children with positive attitudes, skills and knowledge that encourage them to achieve their potential and to aspire for future success. Our enrichment programme compliments this by offering trips, workshops and outdoor pursuits to children of all year groups. Furthermore, we are the proud recipient of the Gold School Games Mark, in recognition of our work in promoting active, healthy lifestyles.

Our school values underpin all that we do, and we expect everybody in our school community to embrace these values: **Care, Achieve, Respect, Enjoy.**

CARE

- We encourage children to work co-operatively, to share their ideas and help one another to be successful.
- We encourage children to be appreciative of others and to be sensitive to others' needs and feelings.
- We aim to nurture kind, thoughtful and tolerant citizens of the future.

ACHIEVE

- We encourage children to persevere with activities, to develop resilience and a will to succeed.
- We aim for children to achieve their best and to aspire for future success.
- We nurture expectations of focused learning, to prepare the children for the next stage in their education.

RESPECT

- We speak to each other with calmness, politeness and civility.
- We encourage children to be responsible for what they say and do.
- We promote preparedness, coming to school ready to learn, with the right resources and mindset for engaging with learning.

ENJOY

- Above all, we want our pupils to enjoy their time in school and to develop a love of learning.
- We aim to stimulate the children's learning, enabling them to flourish and become confident, independent young people.

We are a friendly, supportive and dedicated school and highly value our teaching and support staff. Through our core values, we provide a caring and successful environment for everybody in our school community. An environment in which staff wellbeing, personal development and progress is of great importance. We welcome different viewpoints and the sharing of new ideas and our CPD programme offers many opportunities for growth and development.

We would like to thank you for your interest in joining our team here at Telford Junior School. If you would like to visit the school, please get in touch with our reception team at admin@telfordjunior.co.uk and we can assure you of a warm welcome.

Kind Regards

Mr Richard Siviter

Head Teacher

For further information about our school, please take a look at our website: -

Telford Junior School - Home / www.telfordjunior.co.uk

Job Opportunity

Job Title:	**School Administrator**
Opportunity:	We are seeking to appoint a highly organised, professional and friendly School Administrator to join our welcoming primary school team, based in our Reception. This is a varied and rewarding role at the heart of school life. As the first point of contact for pupils, parents, staff and visitors, you will play a key role in ensuring the smooth day-to-day running of the school office while providing a warm and professional reception service. The successful candidate will be an excellent communicator with strong organisational and IT skills, able to manage a busy workload with efficiency, discretion and attention to detail. The role includes supporting attendance, admissions, safeguarding administration, communications, finance processes and wider school operations. **We are looking for someone who:** • Has excellent administrative and organisational skills. • Can provide a calm, welcoming and professional front-of-house service. • Works effectively both independently and as part of a team. • Is confident using IT systems and managing records accurately. • Understands the importance of confidentiality and safeguarding. • Builds positive relationships with children, families, staff and external agencies. Previous experience in a school environment and knowledge of systems such as SIMS, ParentPay or GroupCall would be advantageous, although training will be provided for the right candidate.
Reporting To:	Head Teacher
Working Relationships With:	School Operations Officer, Trust Central Services Support Team, Senior Leadership Team, Teachers and Teaching Assistants
Location:	**Telford Junior School** Telford Avenue, Leamington Spa Warwickshire CV32 7HP
Salary & Hours:	Permanent Role 37 Hours Per Week (or part-time considered) Term-Time Only + 1 week (39 weeks) Salary Band E, Scale Points 5-6 - Actual salary starting at £21,906 Daily Working Pattern: 8:30am to 4:30pm, Monday to Thursday and to 4pm on a Friday.

What We Offer:	• A nurturing school environment with a strong team culture • A happy school environment where children are ready and eager to learn • A generous pension scheme and access to a range of health and wellbeing services • A first-class commitment to developing individuals through personalised CPD programmes • An easily accessible location with plentiful onsite parking

Job Description

Title of Post:	**School Administrator**
Location:	Telford Junior School
Salary/Grade:	Salary Band E (Scale Points 5-6)
Hours:	37 Hours per week (or part-time considered)
Responsible to:	The Head Teacher
Purpose of Job:	To provide administrative and receptionist support to the school. Provides a professional and efficient front-of-house service as the first point of contact for pupils, parents, staff, and visitors. Responsible for managing enquiries, communications, and administrative processes, while supporting safeguarding procedures and the effective day-to-day operation of the school.

Key Tasks and Responsibilities:

1. School Administration & Operations

- Support and maintain school administrative systems including SIMS, ParentPay, Groupcall, EVOLVE and iAMS.
- Maintain accurate pupil records including attendance, admissions/leavers, medical information and GDPR consent forms.
- Support the smooth day-to-day running of the school office, including reception duties, communications, filing systems and organisation of meetings.
- Coordinate school communications including newsletters, website updates, calendars and parent/carer correspondence.
- Liaise with external organisations, contractors and service providers, as required.
- Help organise school activities and events including school photographs, off-site visits and visitor arrangements.
- Produce reports and provide administrative data within agreed timescales.
- Support school marketing, promotion and parents' association activities.

2. Safeguarding, Welfare & Pastoral Support

- Contribute to the school's safeguarding culture and statutory safeguarding responsibilities.
- Support DBS administration, liaising with the Trust HR team and visitors on site.
- Liaise with families and external agencies regarding pupil welfare, attendance, medical and mental health needs.
- Support the safe collection of pupils and security of the school site during the school day.
- Administer first aid and coordinate healthcare activities, including vaccinations and health checks.
- Support the maintenance of accurate records of accidents, incidents and near misses.

3. Communication & Stakeholder Support

- Act as the first point of contact for parents/carers, visitors and external agencies, ensuring a professional and welcoming reception service.
- Handle telephone, email and face-to-face enquiries with sensitivity, confidentiality and professionalism.
- Facilitate effective communication with staff, families, contractors and external providers.
- Support staff with administrative processes, training coordination and safeguarding notifications.
- Promote positive relationships with pupils, families, staff and the wider school community.

4. Finance, Resources & Premises Support

- Support the administration of school income including meals, trips and voluntary contributions through ParentPay.
- Monitor payments, assist families with applications and escalate outstanding debts where required.
- Support value for money processes including sourcing quotes and monitoring contractor work.
- Assist with premises management including defect reporting, maintenance records, contractor access and premises inspections.
- Manage and monitor resources, supplies and first aid stock.
- Liaise with catering, cleaning and site teams regarding operational requirements and pupil needs.

5. Professional Responsibilities

- Participate in training, meetings, school development activities and performance review processes.
- Support the development and implementation of school policies and procedures.
- Maintain confidentiality and comply with GDPR, safeguarding, health and safety and school policies, at all times.
- Uphold high standards of professionalism, conduct, attendance and communication.
- Act as an ambassador for the school and Trust.

Budget Management

- No direct budget responsibility.

People Management

- No direct line management responsibility.

General Requirements:

All Elm Tree Multi Academy Trust staff are expected to:

- Maintain confidentiality according to organisation and legal requirements
- Uphold school policies, routines and codes of conduct as set out in the Staff Behaviour Policy or other documentation made available to staff
- Undertake other such reasonable duties as may be required from time to time

- Work towards and support the Trust's vision and objectives
- Be aware of, and follow the Safeguarding and Child Protection Policy
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance and conduct, and promote positive and courteous working relationships with students, parents and colleagues
- Engage actively in the performance review process
- Show a willingness to undertake training and professional development either in-house or externally

Context of Post

This post should be seen in the context of the School Improvement Plan, the Aims and Values of the school, and the latest OFSTED Inspection Report.

Renegotiation

Elements of this Job Description may be renegotiated at the request of either party and with the agreement of both.

Safeguarding Statement

Elm Tree Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Skills & Knowledge:

	Essential	Desirable
Excellent verbal and written communication skills.	✓	
Strong organisational and administrative skills with the ability to prioritise workload effectively.	✓	
Ability to maintain confidentiality and handle sensitive information appropriately.	✓	
Competent IT skills including Microsoft Office, email and electronic record systems.	✓	
Ability to present information effectively, verbally and in writing	✓	
Ability to work independently using initiative and problem-solving skills.	✓	
Ability to provide a professional and welcoming front-of-house service.	✓	
Accurate record keeping and attention to detail.	✓	
Ability to communicate effectively with pupils, parents/carers, staff, governors and external agencies.	✓	
Knowledge of school management systems including SIMS, ParentPay, GroupCall, or EVOLVE.		✓
Understanding of school admissions processes and attendance procedures		✓
Knowledge of GDPR and data protection requirements within schools.		✓
Understanding of safeguarding responsibilities within an educational setting.		✓
Knowledge of health and safety procedures within schools.		✓
Experience of financial administration and monitoring payments/debtors.		✓

Qualifications & Attainment:

	Essential	Desirable
Educated to at least 'GCSE' level, including English & Maths at Grade C/4 or above (or equivalent).	✓	
First Aid qualification or willingness to train.		✓
Training related to safeguarding, attendance, GDPR or school administration systems.		✓

Experience:

	Essential	Desirable
Experience of working in an administrative or receptionist role.	✓	
Experience of dealing with members of the public and handling enquiries professionally.	✓	
Working as part of a team.	✓	
Experience of managing multiple tasks and meeting deadlines.	✓	
Experience of maintaining accurate records and filing systems.		✓
Previous experience working in a school or educational setting		✓
Experience using SIMS or other school MIS systems.		✓
Experience liaising with external agencies and contractors.		✓
Experience of supporting attendance, admissions or safeguarding administration.		✓

Attitude & Approach:

	Essential	Desirable
Ability to build positive relationships with children, families, staff and visitors.	✓	
Warm, welcoming and approachable manner.	✓	
Committed to safeguarding and promoting the welfare of young people	✓	
Willing and able to work independently and as part of a team	✓	
Positive attitude and willingness to support the wider needs of the school.	✓	
Able and willing to acquire new skills and committed to own professional development and to undertaking appropriate training	✓	
High standards of professionalism, discretion and confidentiality.	✓	
Able to show initiative and problem solve	✓	
Commitment to continued professional development.		✓

How To Apply

Closing Date:	**Thursday 10th September 2026 at 9:00am**
Interviews:	Interviews are expected to take place shortly after the closing date; however, we may interview candidates on application. Therefore, we encourage you to apply at your earliest opportunity.

All applications must be completed and submitted online or by emailing to:

hr@etmat.co.uk

Alternatively post your application to:

Human Resources
North Leamington School
Sandy Lane
Blackdown
Leamington Spa
CV32 6RD

Alternatively, you can apply via the TES portal online.

If you have any queries regarding the application process, please contact Brian Langley - Trust HR Manager or Eleanor Hancox - HR Officer on:

T: 01926 338711 Ext 8488 / Ext 8408
E: hr@etmat.co.uk

Elm Tree Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All appointments are made subject to receipt of a completed application form, satisfactory references, an enhanced DBS disclosure, online search checks and the right to work in the UK.