

# Roxbourne Primary School



## Administrator

*Together we will provide a **transformational education** and **rich opportunities** which will enable our pupils to seize their potential as lifelong learners.*

## Recruitment Pack

Roxbourne Primary School - Torbay Road - London HA2 9QF

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## Administrator Vacancy

Dear Prospective Candidate,

Thank you for showing an interest in joining Roxbourne Primary School.

As an Administrator you will join our Operations team at the heart of the school delivering a warm welcome and efficient service to pupils, parents, staff and visitors.

You will be the operational **lead** on the following responsibilities:

- Extra curricular programmes (Enrichment)
- School photographer incl. year 6 leaver hoodies
- Communications: newsletter, all-school communication coordination, school website

You will offer operational **support** on the following:

- Front desk
- Welfare
- General administration

You will have a flexible approach to your work, and will be expected to cover for colleagues when necessary.

This will involve working closely with the senior leadership team as well as stakeholders.

You will join a successful and innovative primary school which is on a transformational journey. As a Google School, we have recently automated a number of administrative processes to make a real difference to our community. We are committed to developing this aspect of our school and welcome applications from individuals who think out of the box and are willing to trial new approaches to make our school the best it can be.

For an informal discussion about the role, please do not hesitate to contact the school on [hr@roxbourneprimaryschool.co.uk](mailto:hr@roxbourneprimaryschool.co.uk)

We look forward to receiving your application. Good luck!

Many thanks,

Mr R Benserghin  
Headteacher

## Administrator

**Contract:** Permanent. 36 hours per week (term-time only + one week, pro rata)

**Grade:** SCP G3 - G5 (£27,159 - £32,349 pro rata) depending on experience

**Start Date:** 22 April 2025

At Roxbourne, we strive to provide a transformational education and rich opportunities which will ensure our pupils leave primary and start secondary school on a path which ensures real life choices at 16, 18 and beyond. We have been judged to be 'Good' by Ofsted (February 2020) and pupils are making strong progress at our school.

*"There is a strong team of staff who work hard to ensure pupils get a good education." Ofsted report  
February 2020*

This is an important role in a vibrant and forward thinking school and demands excellent communication and interpersonal skills. Although school office experience is desirable it is not essential as the school is looking for a highly motivated, flexible individual who is willing to develop themselves and is committed to the life of our school.

### We are looking for someone who is:

- Innovative, organised, and hard working
- Confident with Microsoft/Google packages
- Able to work productively as part of a team (with office, teaching and support staff)
- Flexible, positive and has a good sense of humour

### In return, we offer:

- a warm positive working environment where everyone is valued
- you the opportunity to work with exceptional leaders who will have a transformational impact on your effectiveness
- a school graded as 'Good' by Ofsted (March 2020)
- a cloud based school which uses innovative programmes such as Google Suite, Arbor (MIS) and Access (Financial Management System)
- a school committed to achieving a healthy work / life balance
- access to extensive professional development opportunities
- staff benefits including a generous pension scheme and employee assistance programme
- a parent community with high aspirations and children with exemplary behaviour and attitudes to learning
- a staff Chromebook (we are a Google school)
- a fresh coffee bean to cup machine for staff

The school has an excellent reputation within the local community with strong support from governors, parents, pupils and a dedicated and highly motivated team of staff.

We would very much like to hear from you if you share our vision, values and enthusiasm.

For further information or a confidential discussion please email [hr@roxbourneprimaryschool.co.uk](mailto:hr@roxbourneprimaryschool.co.uk)

**Closing Date: 08:00 Monday 3rd February 2025.** Applications will be reviewed as they are received so early application is recommended. The school reserves the right to appoint prior to the closing date.

*The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to converse fluently in English is an essential requirement for this role.*

*Roxbourne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an offence to apply for the role if a candidate is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity). Roxbourne will carry out an online search as part of its due diligence on shortlisted candidates. And shortlisted candidates will be requested to complete a self-declaration of criminal records. The successful candidate will be required to complete an enhanced DBS disclosure and provide references. CVs are not accepted.*

## Job Description

	<b>Job Title</b>	Administrator
	<b>School</b>	Roxbourne Primary School
	<b>Grade</b>	G3 - G5
	<b>Reports to</b>	School Business Manager
	<b>Staffing Responsibility</b>	N/A
	<b>Working Pattern</b>	36 Hours per week (term time plus 1 week)

### Core Purpose of the role

The administrator is a welcoming professional and first point of contact for pupils, staff and visitors, working with the school team to provide efficient and high-quality administration.

For the role you simply need to be keen to learn and have a genuinely positive attitude, coupled with excellent attention to detail. You will be trained on all policies, systems and processes but will come to the role already possessing enthusiasm, drive and a thorough and attentive nature to learning and enjoying working in a team.

If you are professional, with solid IT skills, are a quick learner and have a confident telephone manner and good communication skills, this is an excellent opportunity for you to really utilise your skills and build a rewarding career.

The postholder is required to be flexible in their approach to work, and will be expected to cover for colleagues when necessary. They will act as an integral part of the operations team and as such make a contribution to the overall aims of the school, working within agreed policies and procedures.

### Extra curricular programmes (Enrichment)

1. To work alongside the Enrichment Lead in organising the school's enrichment programmes incl. but not limited to educational visits and afterschool clubs
2. To coordinate, collate and issue letters to parents in relation to enrichment and school events (including but not limited to educational visits, music tuition, workshops and clubs)
3. To ensure that all trips and enrichment activities go ahead in accordance with school policies and agreed safety codes including completing all the necessary visit forms and risk assessments in relation to the agreed enrichment delivery.
4. Monitor and regularly review take-up of enrichment activities. Produce relevant reports which can then be interpreted by the leadership team, which will result in an annual improvement plan.

### School photographer

1. To maintain a good working relationship with our school photographer
2. To manage the bookings for our school photo sessions
3. To timetable and co-ordinate school photos on the day

4. To upload photos onto Arbor, our student MIS platform
5. To distribute photographs on arrival
6. To coordinate the production of Year 6 leaver hoodies and yearbook

### Communications

1. Write, edit, coordinate all school communication
2. Coordinate and generate content for our weekly Newsletter
3. Update the website - generate content and liaise with staff and other agencies, to ensure the website is current and accurate and all links are functional.

### Front of house - support duties

1. Monitor the entry of all persons/visitors to the school at the main entrance.
2. Ensure the school's Inventory (Visitor management system) is updated and ensure entries are pre-populated as required.
3. Greet all visitors in a warm and welcoming manner, dealing with all enquiries as appropriate or referring queries to the relevant person.
4. Ensure that an appropriate form of identification is given to all parents/visitors/supply staff in line with safeguarding policies.
5. Make hospitality arrangements as required by the Senior Leadership Team
6. Answer the telephone/answer phone and direct calls accordingly
7. Manage the shared Office mailbox responding to emails accordingly
8. Ensure that the Reception area is kept tidy at all times

### Welfare - support duties

1. Support on first aid and medical care and support for all pupils and staff whilst adhering to the values and aims of our school.
2. Supervising pupils who have not been collected on time at the end of school or after clubs and liaising with families.

### General

1. To work in a manner which is safe and healthy for both yourself and others with whom you come into contact
2. To comply with safety instructions and regulations
3. To promptly report all safety hazards and unsafe working practices
4. To work in a co-operative, diplomatic and flexible manner
5. To foster and maintain good working relationships, acting as a courteous, friendly and professional member of the school team
6. Be committed to the safeguarding of children and young people.
7. To fulfil any special duties/responsibilities reasonably requested by the headteacher/SBM in the organisation and management of the school
8. To cover for colleagues when necessary
9. To attend courses to develop professional skills

10. Strive for personal and professional development through active involvement in the School's performance management procedures

Duties and responsibilities will include, but are not limited to, those outlined in this job description. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

**Signature – line manager and job holder**

Signature of Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of post holder: \_\_\_\_\_ Date: \_\_\_\_\_

## Administrator- Person Specification

Qualifications and Training	Essential	Desirable
<ul style="list-style-type: none"> <li>Excellent interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy</li> </ul>	✓	
<ul style="list-style-type: none"> <li>IT Literate with experience in computer packages</li> </ul>	✓	
<ul style="list-style-type: none"> <li>High level of literacy and numeracy skills GCSE A – C or equivalent</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Recognised administrative qualification at NVQ3 level or above, or the equivalent gained through experience.</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience of and a working knowledge Management Information Systems e.g.(Arbor)</li> </ul>		✓
<ul style="list-style-type: none"> <li>First Aid Qualification</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience of working in a school office or educational environment</li> </ul>		✓
Experience		
<ul style="list-style-type: none"> <li>Strong organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic in approach to tasks, with attention to detail</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to remain discreet and maintain confidentiality</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Good telephone manner and ability to deal with callers and visitors in a calm and courteous way</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of collating and preparing information for senior management</li> </ul>		✓
<ul style="list-style-type: none"> <li>Effective co-operation in team working</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Management of electronic diary</li> </ul>		✓
<ul style="list-style-type: none"> <li>Excellent command of written and spoken English</li> </ul>	✓	
Skills and Abilities		
<ul style="list-style-type: none"> <li>An ability to work in a flexible supportive way to assist other office colleagues</li> </ul>	✓	
<ul style="list-style-type: none"> <li>An ability to work without supervision</li> </ul>	✓	
<ul style="list-style-type: none"> <li>An ability to build good working relations with both adults and children</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A commitment to personal and professional development</li> </ul>	✓	

<ul style="list-style-type: none"> <li>• Ability to produce and record clear, concise and accurate information</li> </ul>	✓	
<b>Work related personal requirements</b>		
<ul style="list-style-type: none"> <li>• Have a sense of humour</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• The ability to stay calm and cheerful when working under pressure without direct supervision</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• The ability to respond to people as individuals and provide a very warm and welcome approach to visitors and callers to the school</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• An ability to relate well to children as well as adults.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Professionally discreet and able to respect confidentiality</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• To share in and contribute to the overall aims and ethos of the school as a partnership of pupils, staff, parents, governors and the community. Be willing to take part in the broader life of our school</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• A commitment to personal and professional development</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• A commitment to the promotion of equality of opportunity</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Commitment to safeguarding pupils</li> </ul>	✓	

This post is subject to an enhanced Disclosure and Barring Services check.

## Information about the school

### Ofsted Report

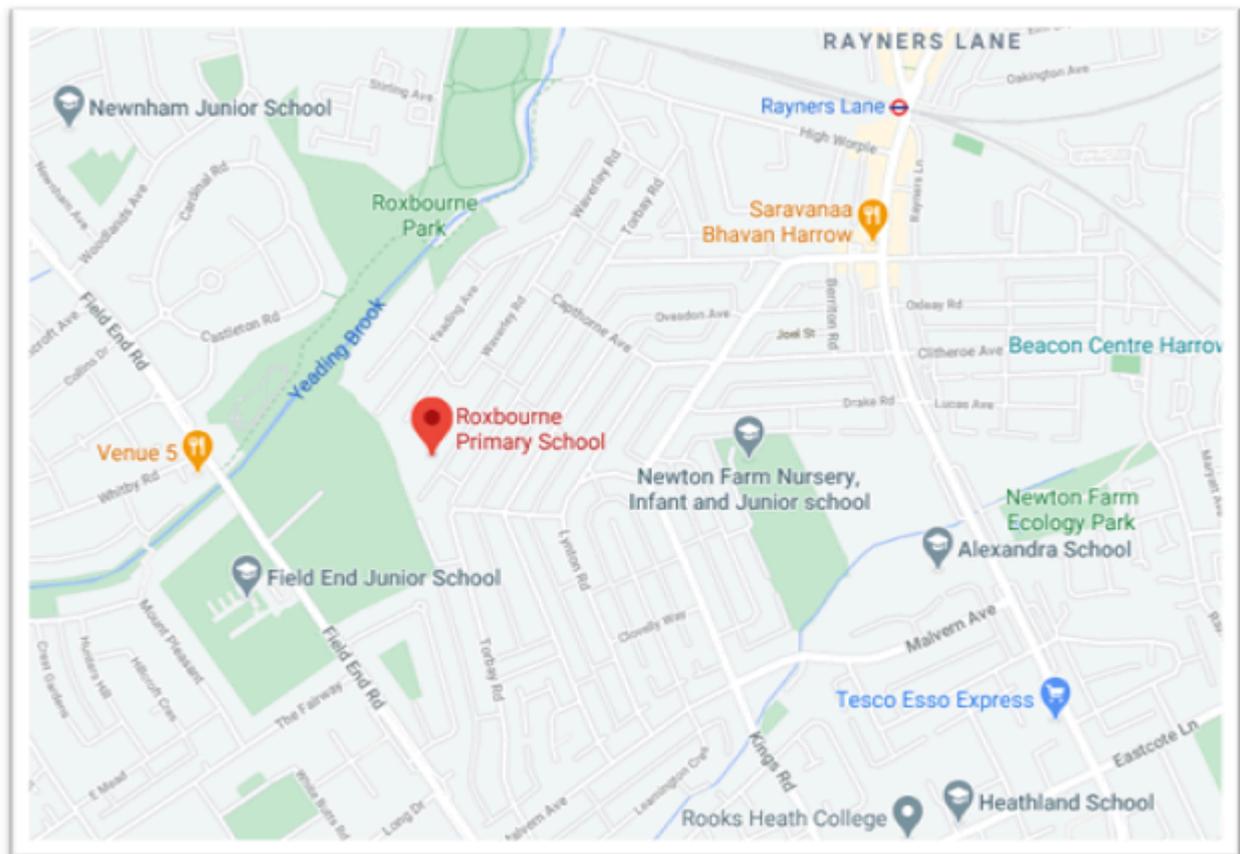
For the latest report on Roxbourne Primary School please [click here](#)

### School Website

Our school Website: [Roxbourne Primary School](#)

### School location map

Torbay Road  
Harrow  
Middlesex  
HA2 9QF



## Details of Selection Process

### Application Deadline

Applications will be reviewed as they are received so early application is recommended. The school reserves the right to appoint prior to the closing date.

Completed online application forms must be received by **08:00 Monday 3rd February 2025**.

Please note we do not accept CVs or hard copy application forms.

### Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

### Visits

Visits to the school are welcome and encouraged. Please book your visit using our booking form [here](#). Completion of this form confirms your visit.

### Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for the Recruitment Day.

### References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

### Safeguarding

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection and Keeping Children Safe in Education.

