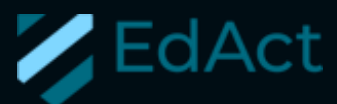




# Primary Administration Manager

**Scale 6  
Permanent / Full Time**

Required: as soon as possible



**Bury Campus**  
Little Bury Street, Edmonton,  
London, N9 9JZ

Tel: 020 8360 3158 Email: [ECSRecruitment@edact.org.uk](mailto:ECSRecruitment@edact.org.uk)

Head of School: Paul Miller Head of Primary: Erini Franciosa

# About EdAct



**EdAcT**

[www.edact.org.uk](http://www.edact.org.uk)

EdAct comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, Salmons Brook School and from September 2023, the Konrad Halls Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

**E**xcellence in all we do

**D**eveloping a shared understanding of teaching and learning by sharing strengths and best practice

**A**mbitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

**C**reative in our approach to achieving the best for the children

**T**rusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you.

**Dr Susan Tranter**

**Chief Executive**

# About ECS



## Edmonton County School

[www.edmontoncounty.co.uk](http://www.edmontoncounty.co.uk)

[Ofsted Report](#)

Edmonton County School (ECS) is a 4-18 mixed, community, comprehensive school with a long history of providing a high-quality education to the communities of Enfield and Edmonton. Although we are a large organisation, with over 1800 students and around 250 staff making up our school community, our dual-campus structure means that the young people in our care have the experience of being in a caring and supportive environment that much smaller schools can offer.

ECS has a hard-working and high-calibre staff working as teachers and members of the wider workforce. Together, we share the aim that we are 'Educating our Community for Success'. The governors, staff and myself share a passionate commitment to meeting the varied individual needs of all our students, in order to ensure they leave ECS with the best possible academic qualifications. We want them to enjoy every aspect of their learning and we want them to develop as individuals, so that they leave us as confident and socially-responsible young people who are well equipped to contribute to society and enjoy success in whichever field they choose for themselves.

At Key Stage 4 (GCSE), the progress of our students is consistently good, whilst post-16 the progress of our students studying A Levels puts the school in the top 10% of Sixth Forms nationally. Whilst we continue to enjoy increasingly high standards of academic achievement, we are always ambitious to do even better and we are continually looking for ways to raise the level of achievement of our students.

Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. I have been teaching in north London schools for over 25 years and have been a senior school leader for over 15 years. I know that a successful school and happy children depend on all of us working together.

Working together also ensures that children are getting a consistent message about good behaviours. Our school is a calm, orderly place and we have high expectations regarding attendance, punctuality, attitudes towards learning, showing respect to members of the school community and the wearing of our uniform, both in school and in the local community.

I look forward to hearing from you.

**Paul Miller**

**Head of School**



## Edmonton County School

[www.edmontoncountyprimary.org.uk/](http://www.edmontoncountyprimary.org.uk/)

[Ofsted Report](#)

Edmonton County Primary consists of Reception – Year 6 with a seamless transition into Year 7 with no hesitation.

Edmonton County is a school with a strong sense of community. We are very proud of our school and work very hard to ensure that all our children feel happy, healthy, secure and safe so that they achieve their full potential. Our broad, stimulating and relevant curriculum helps each child to develop a firm foundation on which they can build in preparation for adult life. We recognise each child's individuality and strive to meet their needs in a caring and fully inclusive environment.

“Our Ofsted inspection in 2014 and 2018 confirm that we are a consistently ‘good’ school aiming to become outstanding in the future.”

Edmonton County Primary provides a wonderful place for children to grow and develop in a warm and nurturing environment. We believe that our children need to feel happy and secure at all times. We provide a strong foundation in basic skills learning, enriched with adventure and creativity. Providing safety, nurture and strong guidance forms the essence of an excellent learning atmosphere.

We have a strong commitment to raising the achievement of all children through a wide range of opportunities and experiences that promote the development of each child academically, socially, physically, intellectually, morally and spiritually. At our school, we want our children to become the best that they can be and leave as strong, open minded, confident individuals who have the ability and adaptability to thrive in an ever-changing world.

**Erini Franciosa**

**Head of Primary**



# Job Description: Primary Administration Manager



Post Title:	Primary Administration Manager
Grade:	Scale 6
Hours:	36 hours per week plus 2.45 hrs contractual overtime x 40 weeks per annum 7:45am–4pm Monday to Friday (30 minutes unpaid lunch break everyday)
Responsible to:	Head of Primary

Edmonton Primary is the primary phase of Edmonton County School. Edmonton County School is the founding school of Edmonton Academy Trust. Edmonton County Primary Phase has approximately 210 children from Reception to Year 6. The primary phase opened in 2014 and Edmonton County School became an All through school from 4-18 years old.

As Primary Administration Manager, you will ensure all admin relating to the Primary School is carried out including the arrangement of mailings, updating of records as well as the recording and management of attendance records.

## Basic Objectives of the Post

- To act as PA to the Head of Primary
- To take a lead role in the administration of the schools' Primary function,
- To assist in the smooth running of the school office, under the supervision of the Head of Primary.
- To input and update information about pupils onto the pupil database.
- To manage information of school trips
- To manage all school admissions
- To manage the transition of primary school admissions.
- To maintain administration for Universal and Free School Meals using the Cashless system.
- To carry out welfare duties
- To promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance.
- To line manage other office administrators

## Main Duties and Responsibilities

### Administrative Duties

To ensure all admin relating to the Primary School is carried out including the arrangement of mailings, updating of records as well as the recording and management of attendance records.

To act as PA for Head of Primary and to be an initial point of contact for enquiries by telephone or in person, advising staff, parents, pupils etc. on administrative procedures and on appropriate sources of help or information. To distribute messages, forms, letters, equipment etc. to pupils, parents or staff as necessary.

*Continued on next page*



## Job Description: Primary Administration Manager



- To line manage the part-time office assistant.
- To maintain and order office stationery supplies for admin.
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the school
- Assist in the organisation of school trips in cooperation with other staff. This includes ensuring that staff and external providers (e.g. coach companies) have completed all associated risk assessments.
- To obtain relevant information from the database for use in correspondence (mail merge) and for staff when necessary: to look up pupil details, to generate class lists, year lists, labels, envelopes etc.
- To maintain data on the school's management information system, SIMS Admin Module.
- To have overall responsibility for all after school activities, ensuring that they are managed fairly, monitored and up to date payments are made.
- Produce weekly reports about admissions and attendance for Head of Primary.
- To provide typing and data input for staff as required, some of which is of a confidential nature.
- Diary management for Head of Primary.
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school
- Manage financial administration procedures and maintain appropriate records to satisfy audits
- Assist with the planning, monitoring and evaluation of the budget
- Manage office expenditure with an agreed budget
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available

*Continued on next page*



# Job Description: Primary Administration Manager



## Attendance Duties

- To maintain data on the school's management information system, Admin Module:
  - Sending out appropriate information to and requests for information from all new entrants, inputting information onto school database, corresponding with parents/carers where necessary and liaising with Enfield Schools Admission Service to maintain the roll numbers.
  - Requesting up to date information from all pupils on a yearly basis, corresponding with parents/carers where necessary and updating the school database.
  - Updating records on receipt of changes of information and communicating to staff as necessary.
- To be responsible for the use of lesson monitor and truancy call, including ensuring registers are recorded efficiently and following up with staff if they are not.
- To collate all information with regard to attendance of students who may be experiencing attendance difficulties, decide on the most appropriate strategies to employ and carry out all pre court work which will include letters home, meetings with parents and interventions with students. Prepare all paperwork ready for referral to Education Welfare Officer when necessary.
- To inform Head of Primary and Secondary Attendance Officer with decisions on the progress of complex cases, including Court Assessment Meetings and Penalty Notices.
- To inform all staff on late procedures to enable teachers to carry out necessary interventions where there are areas of concern.
- To be responsible for 'fast track to attendance' programmes; highlighting students who fulfil the criteria and then supervising the team of staff to carry out the correct interventions.
- To produce up to date data regarding attendance for SLT and provide statutory reports and data for Governors, Local Authority and Government Agencies.
- To meet on a regular basis with Head of Primary, class teachers and EWO to discuss current cases and strategies to improve individual and whole school attendance.
- To be responsible for recognising and informing all staff of excellent attendance by way of awarding certificates/incentives and highlighting good attendance in newsletters.

*Continued on next page*



# Job Description: Primary Administration Manager



- To attend courses and briefings to ensure specialist knowledge is up to date, and any changes to legislation are implemented. Disseminate information to SLT and whole school community where necessary.

## Admissions Duties

- To be responsible for the smooth running of the admissions process for the school, from the initial enquiry through to registration and enrolment. This includes new Reception intake, in year admissions and leavers
- Work with Borough Admissions and liaise with other schools for all transfer information.
- Extract information from SAMs admissions database, ensuring that enquiries are handled effectively and tracked, responding quickly to enquiries via phone, letter or email.
- Schedule and conduct tours for all prospective parents.
- To ensure Primary Phase is promoted effectively through the media, ensuring all Open Events are advertised well.
- Prepare and send prospective and admission information to parents. Supporting parents with completing the forms and chasing parents where necessary and creating and maintaining pupil record files.
- Ensure all correspondence for new starter packs are prepared and sent to parent/carers.
- Liaise with all schools with regards to ensuring that all relevant information has been passed on effectively
- To act at all times in accordance with school policies and to provide a professional role model for pupils, parents and other staff.
- Assist with marketing and promoting the school
- Any other reasonable duties within the scope of this function and grading as directed by the Head of Primary

*All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.*

*This job description may be amended at any time after consultation with you.*

*Continued on next page*



# Candidate Specification: Primary Administration Manager



Edmonton Primary is the primary phase of Edmonton County School. Edmonton County School is the founding school of Edmonton Academy Trust.

## Qualifications criteria

This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates, how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

1. GCSE Grade C minimum (or equivalent) in Maths and English.
2. Ability to work on own initiative and commitment to getting the job completed to a high standard.
3. Excellent interpersonal skills; the ability to liaise with governors, outside organisations/agencies, students, parents and staff at all levels.
4. Ability to maintain good relations and professional manner with people contacting the school.
5. Good keyboard and ICT skills – experience in using Microsoft Office; Word, Excel, databases (preferably SIMs), e-mail and Internet.
6. Excellent written and oral communication skills.
7. Experience of working in a busy environment, meeting tight deadlines and working under pressure whilst remaining calm.
8. Ability to prioritise own workload.
9. A keen and flexible attitude to work.
10. Extensive secretarial and administrative experience (including monitoring).
11. Good organisational skills.
12. Experience of dealing appropriately with confidential matters.
13. Willingness to be trained to further experience and knowledge relevant to the job.
14. Experience or understanding of how school's operate and the pressures they face.
15. Ability to draft letters, take minutes and notes of meetings.
16. Ability to work well as part of a team.

# How to apply

You can apply online by completing the application form:

<https://edact.org.uk/careers>

We look forward to hearing from you.



NON NOBIS SOLUM



## Bury Campus

Little Bury Street, Edmonton, London, N9 9JZ

Tel: 020 8360 3158

Email: [ECSrecruitment@edact.org.uk](mailto:ECSrecruitment@edact.org.uk)

Head of School Paul Miller

Head of Primary: Erini Franciosa