

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

Contract: Permanent. 22.5 hours per week (term-time only)

Grade Salary Scale: G3 - G5 (FTE £27,159 - £32,349; the actual salary would be approx. £14,581 - £17,368) depending on experience

Working Pattern: Monday - Friday 08:20 - 13:00

Start Date: Negotiable



At Roxbourne, we are committed to providing 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 are committed to setting a *gold standard* for education.

We are looking for a passionate administrator to 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 and/or support on approximately 2-5 of the following administrative responsibilities:

- Front of house
- Attendance and Punctuality
- Meals
- Welfare
- Stock
- Communications/Marketing
- Admissions
- Homework engagement analysis
- Enrichment (e.g. clubs & educational visits)
- Parental engagement
- General Administration

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.

This is a key role. We will therefore shape the role and responsibilities around the strengths and career plans of the successful candidate.

We are looking for someone who is:

- relentless in their pursuit to be the best they can be
- driven and passionate with the ability to learn from feedback and a hunger to constantly improve and develop
- committed to going the extra mile to help make a real difference to the children in our care
- innovative, organised, and hard working
- confident with 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

Closing Date: 08:00 on Friday 9th May 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.

Person Specification

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

<ul style="list-style-type: none"> • Ability to produce and record clear, concise and accurate information 	✓	
Work related personal requirements		
<ul style="list-style-type: none"> • Have a sense of humour 	✓	
<ul style="list-style-type: none"> • The ability to stay calm and cheerful when working under pressure without direct supervision 	✓	
<ul style="list-style-type: none"> • The ability to respond to people as individuals and provide a very warm and welcome approach to visitors and callers to the school 	✓	
<ul style="list-style-type: none"> • An ability to relate well to children as well as adults. 	✓	
<ul style="list-style-type: none"> • Professionally discreet and able to respect confidentiality 	✓	
<ul style="list-style-type: none"> • 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 	✓	
<ul style="list-style-type: none"> • A commitment to personal and professional development 	✓	
<ul style="list-style-type: none"> • A commitment to the promotion of equality of opportunity 	✓	
<ul style="list-style-type: none"> • Commitment to safeguarding pupils 	✓	

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

Information about the school

Ofsted Report

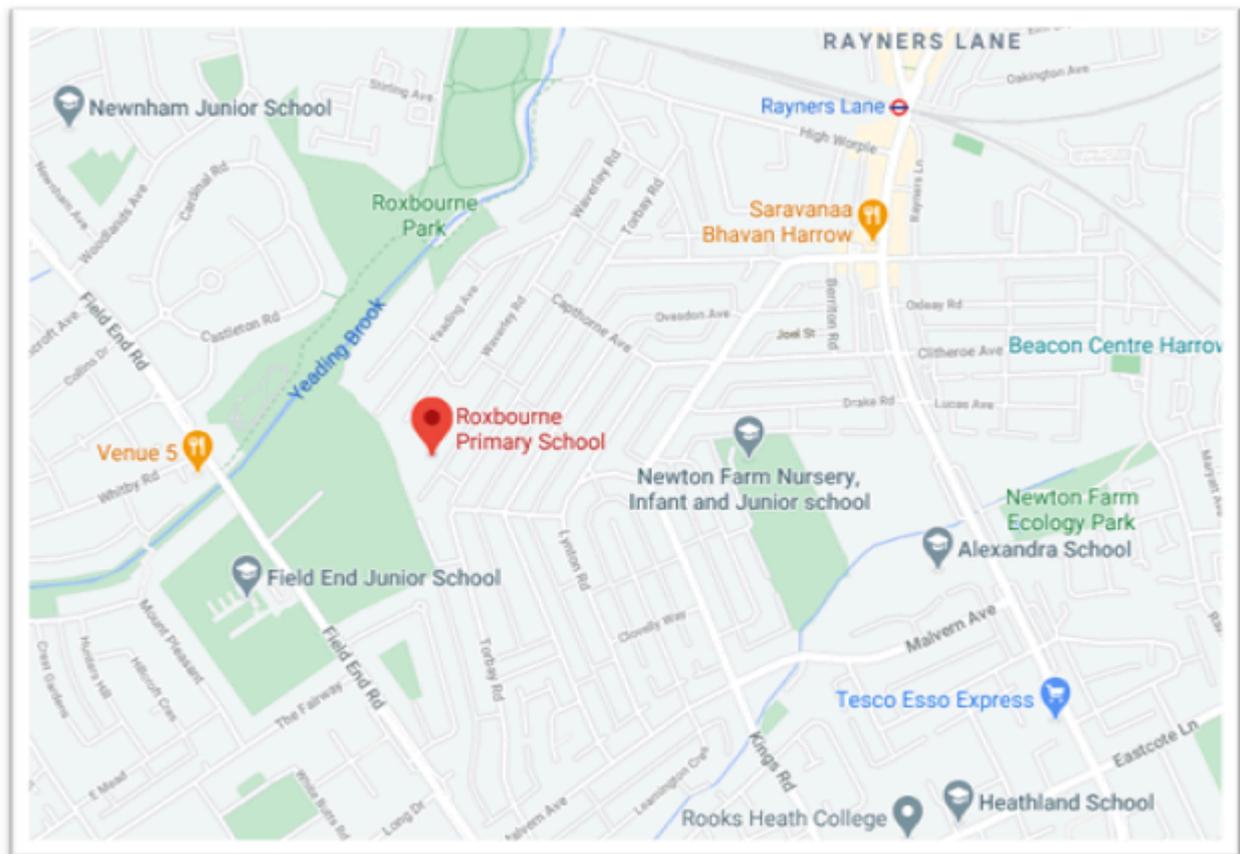
For the latest report on Roxbourne Primary School please [click here](#)

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 on Friday 9th May 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.

