



**Acorn**  
Education Trust



# Admin Officer

St Michael's Church of England  
Primary School

# Welcome from Sara Edwards

*Acorn Education Trust CEO*

**Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.**

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 19 settings: 14 Primary Schools, 3 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school to school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

*Sara Edwards*

# About St Michael's

*Shiningly brightly, standing out*

St Michael's Church of England Primary School is an open and inclusive primary school, educating children between the ages of 5 and 11 years old. Located in the garrison town of Larkhill, Wiltshire, our school is at the heart of the community and we are proud of our local and wider links.

At St Michael's Church of England Primary School, we want to spark interest, ignite a passion for learning and fire up ambition to inspire every child to recognise and exceed expectations. Our staff aim to provide a challenging, yet nurturing, environment based on our Christian values. We are committed to learning outside the classroom, as much as inside; Regular trips are planned and visitors invited in to help make the learning relevant and linked to both our local community and the wider world.

In May 2022, we joined Acorn Education Trust, which has provided exciting opportunities to improve local education and draw on collective experience. We work closely with other schools within the Trust and the central team to help us continue to grow from strength to strength.

We look forward to welcoming you to our school and showing you what makes St Michael's such a wonderful school.

Nicky Phillips  
*Headteacher*

For more information, please visit our website: [www.stmichaelsprimary.org.uk](http://www.stmichaelsprimary.org.uk)

# Our Christian Values

*I have come that they may have life and have it to the full.*

*John 10:10*

We are proud to be an open, inclusive, diverse church school at the centre of our community in Larkhill, where children are encouraged to shine brightly, to stand out.

St Michael's aims to provide a challenging, yet nurturing, environment based on our Christian Values. It is our responsibility as a Church of England school to provide the children with the building blocks of the Christian faith through the means of worship, prayer and familiarity with Scripture. Our children are challenged to think for themselves about the big questions that face the world today, within an environment which is accepting of other faiths and cultures.

All the children in our care are children of God and are created in his likeness. God is love and he wants the best for his children. He wants us to have life in all its fullness, and central to the Christian faith is the truth that he sent his Son to die for us so that we might be forgiven and by his grace receive eternal life, and to build a relationship with him of love and trust. He never said that things would be easy, but that he is with us by his Spirit in whatever situations we find ourselves. As we grow in that relationship and allow his Spirit to work in our lives, we see the outworking of that in all we do, think and say. Our values demonstrate qualities which we would find in that relationship.

## **Spirituality at St Michael's**

We nurture and celebrate each person within our school family; individuals are respected and valued equally without regard to ability, gender, faith, heritage or race. Here at St Michael's, spirituality is where we 'grow the soul'. It is woven like a thread through our school enriching who we are.

By creating meaningful moments, we aim to transform thoughts, actions and heighten awareness. Through providing an exciting, engaging and thought provoking curriculum we encourage children to explore, ask questions, reflect and grow as unique individuals. We want our pupils to go out from St Michael's and shine brightly in their communities.

# Job description

<b>Job title</b>	Admin Officer
<b>Reporting to</b>	Headteacher

## Main purpose

---

The Admin Officer is responsible for supporting with the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

## Duties and responsibilities

---

### General administration

- Update manual and computerised record/information systems
- Update and maintain the school calendar
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- Book training courses for all staff
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

### Attendance administration

- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed

### Reception/Front of House

- Act as the first point of contact for parents and visitors arriving at the school
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner

*Continues on next page*

## Job description continued

### Duties and responsibilities cont.

---

- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support they need

### Safeguarding and Security

- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures

### Written communication

- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc) to parents, staff and other stakeholders
- Assist with marketing and promoting the school

### Finance

- Enter data into the school's finance systems and produce reports as necessary
- Collect, record and issue receipts for payments from parents
- Carry out financial administration in line with the school's procedures

### Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm

*Please note: This Job Description may be amended at any time in consultation with the postholder.*

# Person specification

Criteria	Essential
Qualifications and Training	<ul style="list-style-type: none"> <li>• First aid training (or willingness to complete it)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Carrying out administrative tasks</li> <li>• Dealing with face-to-face and telephone interactions</li> <li>• Working with children or young people</li> <li>• Working and collaborating within a team</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Good oral and written communications skills</li> <li>• Ability to respond quickly and effectively to issues that arise</li> <li>• Ability to plan, organise and prioritise to meet deadlines</li> <li>• Ability to use own initiative and take action accordingly</li> <li>• Excellent attention to detail</li> <li>• Ability to use IT packages including word processing, spreadsheets and presentation software</li> <li>• Ability to use relevant office equipment effectively</li> <li>• Ability to build effective working relationships with colleagues</li> <li>• Understanding of data protection and confidentiality</li> <li>• Understanding of safeguarding</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Embraces change well</li> <li>• Deals with difficult situations effectively</li> </ul>

The Admin Officer will be required to follow school policies and the staff code of conduct.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.*

# Support for our staff

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

## Continued Professional Development (CPD)

---

- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

## Health and wellbeing

---

- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

## Pensions

---

- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.

## How to apply

If you would like more information about this role, please contact the school office via email at [admin@stmichaelsprimary.org.uk](mailto:admin@stmichaelsprimary.org.uk) or by phone on 01980 670268.

### To apply

---

Please download an application form from the [Acorn Education Trust website](#).

Completed application forms must be submitted to the school office by the closing date listed on the advert.

Shortlisted candidates will be invited for an interview.

**St Michael's Church of England Primary School, The Causeway,  
Larkhill, SP4 8FB**

01980 670268

[admin@stmichaelsprimary.org.uk](mailto:admin@stmichaelsprimary.org.uk)

*St Michael's Church of England Primary School, as part of the Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.*