



Administrator for Wolston St Margaret's C of E Primary School

Position: Receptionist/Administrator

Contract type: Full time, Permanent

Hours: 39.25 hrs per week (8.15am - 4.45pm Mon-Thu, 8.15am - 4pm Fri, ½ an hour lunch)

Term Time: 40 weeks per year

Salary: Band F (actual salary circa £24,600 to £26,200)

Wolston St Margaret's C of E Primary School, Brookside, Main Street, Wolston, Coventry. CV8 3HH

Telephone Number: 02476542212

Email Address: admin3192@welearn365.com

The Governors of this wonderful one form entry village school have a rare opportunity to appoint a welcoming and professional Receptionist/Administrator to be the first point of contact for our families, visitors and staff.

We can offer a happy, caring school with a strong Christian ethos where all children are encouraged to 'Let their light shine.' We are committed to supporting wellbeing and both professional and personal development.

All candidates are actively encouraged to reach out with any questions related to this post, and to arrange a visit - please email admin3192@welearn36.com

Applications need to be returned no later than the 22nd April 2026.

Wolston St Margaret's C of E Primary School is an equal Opportunities employer and committed to safeguarding and promoting the welfare of its children and staff and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.

Rehabilitation of offenders: This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

An online search will also be carried out as part of due diligence on all short-listed candidates.

BROAD DESCRIPTION:

- Works directly to the Headteacher and School Business Manager, providing a comprehensive & confidential administrative service. Has no supervisory nor budgetary responsibility.
- Works under general instruction and guidance, handling a range of administrative processes and tasks that are covered by established procedures, but prioritises own workload.
- Produces documents from drafts or can amend standard formats on a computer.
- Inputs/retrieves information on SIMS and on financial packages, using initiative where necessary.
- Operates word processing packages and spreadsheets.
- Refers complex problems upwards. Role requires some initiative to be exercised.
- Specific training in the job and previous relevant experience plus short induction required.
- Contribute to the school's statutory duty to safeguard and promote the welfare of children.

RESPONSIBILITY FOR OTHERS:

The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

RESPONSIBILITY FOR STAFF:

The post has no or limited direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

RESPONSIBILITY FOR FINANCE:

The post has no or limited direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

RESPONSIBILITY FOR PHYSICAL RESOURCES:

The post has considerable responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information and the ordering and control of supplies.

TYPICAL TASKS

- Handle confidential and sensitive correspondence and information.
- Maintain records/data and retrieve information – manually and computerised.
- Research and source information, e.g. via website and other sources.
- Liaise with a variety of bodies, provide and obtain information, answer queries, make arrangements for meetings, visits etc

Reception:

- Ensure reception area is welcoming and tidy.
- Handle telephone enquiries/emails from Governors, parents, LA officers, external bodies, parents, prioritising or screening as appropriate.
- Receive visitors and deliveries/goods, dealing with associated administration (security badges, signing delivery notes etc.)
- Be a first point of contact for students/pupils requiring help/support and referring them to other appropriate staff in school

Office/Admin duties:

- Handle incoming mail, ensuring appropriate distribution.
- Handle outgoing mail, maintaining records of postage.
- Undertake routine clerical activities/duties, eg. photocopying, filing, email, completing forms, ensure supply of and maintain stationery and office supplies.
- Undertake word processing, produce standard letters – amend with up to date information (e.g. letters to parents re events in school), produce documents from drafts.
- Administer holiday request responses by instruction from the Attendance Lead.
- Assist with production of school newsletter.
- Distribute documents and materials within the school.
- Organise school photographs, termly school calendar.
- Set up and ensure effective filing systems are maintained.
- Administer school lettings.
- Diary management.
- Booking coaches for school trips, etc.
- Ensure all equipment, books and general supplies are obtained from the most cost-effective source in line with school requirements.
- Complete stock ordering and check deliveries.

Financial:

- Record dinner money and chase outstanding balances.
- Receive and record other money on behalf of the school (eg. trips, voluntary contributions), as instructed by the Head/School Business Manager.
- Create orders and input invoices as authorised by the Head/School Business Manager.
- Manage and process funding claims for nursery hours

Management of information and record keeping:

- Maintain pupil and staff data, update, retrieve information and collate reports. Complete paperwork for admissions and leavers.
- Produce attendance registers from MIS, record and maintain attendance and reasons for absence, following up as necessary (e.g. chasing sickness absence reasons from parents).
- Undertake other routine procedures, assist in completing all statutory data returns.
- Develop, update and maintain record/ information systems – in particular for nursery pupils and their hours
- Ensure timely data collection and reporting - to Headteacher, Governors, LA, DCSF etc.
- Provide necessary statistics about all of the above within appropriate timescales.
- Maintain free school meals records.

Premises:

- Liaise with the Caretaker over minor repairs to school premises.
- Keep an up to date record of maintenance work carried out at the school.
- Be a Fire Warden with key responsibilities for evacuations.

Personnel administration:

- Process time sheets, claim forms etc and associated matters.
- Process staff absence returns for the Headteacher's authorisation.
- Monitor absence and bring to management's attention cases that cause concern or need further action.
- Assist the Headteacher and Governors in compiling further details for job applicants and undertake administrative arrangements associated with recruitment (eg prepare and send out application packs, arrange interviews etc).
- Assist with processing DBS applications and maintenance of the Single Central Record.
- Notify HR of staffing changes, complete the necessary paperwork for the Head's signature.

Other:

- Liaise with Early Years Lead to manage admissions for Nursery pupils.
- Liaise with parents to notify of sick child.
- Arrange routine flu vaccinations, eye tests and height and weight checks etc.
- Participate in training, learning and development activities.

QUALIFICATIONS/TRAINING AND LIKELY ABILITIES

Educated to at least GCSE/GCE O level /CSE grade 1, in literacy and numeracy.

To be able to write appropriate letters from scratch and edit / proof read documents.

Competent in use of ICT and office equipment / packages.

Good standard of typing / word processing – normally acquired by specific qualification.

Sound secretarial skills, including previous secretarial experience or qualifications.

Able to communicate and exchange information, verbally and in writing, with a range of audiences.

Have knowledge of all school policies.

Have good organisational skills.

Display commitment to the protection and safeguarding of children and young people.

Value and respect the views and needs of children.