



Inspire, Transform, Together



RECRUITMENT PACK

**Office Administrator
St Mary's CE First School and Nursery**





Welcome to The Heath Academy Trust

and thank you for your interest in joining us.

The Trust is a collaborative group of six primary and first schools, providing inspiring education for pupils from nursery to 11 years in East Dorset. We aim to ensure excellent learning outcomes for our pupils within a framework of strong collaboration and robust school to school support.

This recruitment pack includes:

Our School

A brief outline of who we are and what we do. To find out more about us, visit our school website: <https://www.stmaryswestmoors.org>

Job Advert and How to Apply

Please ensure that you complete the online application form via the link on Dorset for You, providing email and telephone contact details for all referees. CVs will not be accepted or considered.

Job Description and Person Specification

The job description and person specification will provide you with a clear idea of the role you are applying for. When completing your application, we ask that you relate your experience and skills to these documents to demonstrate your suitability for the role.

The Trust's Vision Statement and Values

We would like to take this opportunity to share our visions and values with you. To find out more about the Trust, please visit our website: <https://heathacademytrust.wordpress.com>

General Information

Equal Opportunities

The Heath Academy Trust and St Mary's CE First School and Nursery are committed to equal opportunities and an Equal Opportunities Monitoring Form is included as part of the application form.

Safeguarding

The Heath Academy Trust and St Mary's CE First School and Nursery are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an enhanced security check performed by the Disclosure & Barring Service in line with the Government's safer recruitment guidelines and will be offered the position subject to this and satisfactory references.

Visits to the School

Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01202 874838** to arrange your visit or to discuss the post further.



St Mary's' CE First School and Nursery

**“Believe in better... Be more AWESOME
For anything is possible with God”**

St Mary's CE First School and Nursery is a busy but friendly school, with a real “family feel” to it thanks to our caring, personable approach. We strive for high expectations and will work with individual children and families to ensure that children meet their full potential.

The school's vision of *“Believe in better... be more Awesome – for anything is possible with God”* drives our mission to continually develop in many exciting ways, providing a more enriching experience for all our pupils.

At St Mary's CE First School and Nursery we believe that every child is capable of improving and with personalised coaching and excellent relationships, our children believe that too! Our children, staff and parents have adopted the Christian values of compassion, hope, joy and family to underpin our decision making, actions or interactions.

The staff and children promote these values through our school moto:

Believe in better... be more AWESOME
For anything is possible with God



Job Advert



Job Title:	Office Administrator
School Name:	St Mary's CE First School & Nursery
Location:	Station Road, West Moors, Dorset, BH31 6US
Hours:	37.5 hours per week - Term time only 8.00am to 4.00pm – Monday to Friday inclusive (with 30 minute lunch break)
Salary Range:	Dorset Grade 8 – SP12 to SP20 (£27,711 to £31,586 pro rata) Depending on experience and/or knowledge
Pension:	Local Government Pension Scheme
Contact:	Laura Crossley – Executive Head Teacher E: office@stmaryswestmoors.org T: 01202 874838
Closing Date:	Wednesday 4th June 2025 (midday)
Interview Date:	To be confirmed
Start Date:	July 2025 (negotiable)

The Heath Academy Trust and St Mary's CE First School & Nursery are seeking to appoint an **Office Administrator**, who is committed to supporting our children's education by providing an efficient and welcoming administrative service at the heart of our school.

We need an enthusiastic, skilled and motivated professional to join our friendly and dedicated team. The successful applicant must enjoy working in a busy and varied school environment and be committed to contributing positively to school life.

The successful candidate must be organised, approachable and proactive, with excellent communication and IT skills. We are looking for someone who takes pride in their work, has a positive attitude, and can prioritise tasks effectively. You will be a key point of contact for families, staff and visitors and will need to demonstrate discretion, professionalism and warmth at all times.

You must be committed to supporting the school's Christian ethos and putting the needs of our children first in all aspects of the role. Previous experience of working in a school office or similar busy setting is desirable, and a working knowledge of school management systems (such as SIMS or Arbor) would be an advantage, although training will be provided for the right candidate.

We are committed to ongoing improvement and provide continuous support for our staff with high quality CPD. The successful candidate will understand the importance of teamwork and consistency in all areas of school life, and will play a key role in ensuring smooth day-to-day operations.

Further details about this role can be found on the job description and person specification included in this recruitment pack and more information about the school can be found on our website: www.stmaryswestmoors.org. Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01202 874838** to arrange your visit or discuss the post further.

In line with Keeping Children Safe in Education, all applications must be completed via the online application form on My New Term. CVs will not be accepted or considered. References will be sought as part of the shortlisting process, prior to interview selection. Please ensure referees are able to provide a full reference rather than a standard statement of employment time. You should provide the email and telephone contact details for all referees – thank you.

The Heath Academy Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. As part of the safer recruitment check, online searches will be conducted for all shortlisted candidates. The search will be purely based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Job Description



Job Title:	Office Administrator
Location:	St Mary's CE First School & Nursery
Reporting To:	Executive Head Teacher / Head of School
Hours:	37.5 hours per week - Term time only 8.00am to 4.00pm – Monday to Friday inclusive (with 30 minute lunch break)
Salary Range:	Dorset Grade 8 – SP12 to SP20 (£27,111 to £31,586 pro rata) Depending on experience and/or knowledge

Main Purpose of Job:

To provide efficient and confidential administrative support within a busy school office to support the Executive Head Teacher and Head of School. This is a varied role and includes arranging meetings, dealing with correspondence, telephone calls and visitors for and on behalf of the school.

To ensure compliance with school and Trust administrative and reporting requirements, following centralised processes and procedures where required.

Main Duties & Responsibilities:

- To provide confidential secretarial and administrative support to the Executive Head Teacher and Head of School to support the running of the school in an efficient and smooth manner
- To work with the Trust central team to ensure that school office administrative processes are followed in line with Trust guidance
- To produce accurate, concise and timely documentation, and maintain electronic and paper filing systems as appropriate, to support the efficient and smooth working of the school in accordance with GDPR and Trust requirements
- To act as receptionist for the school, dealing with routine queries in accordance with school procedures, and referring more complex or sensitive matters to the appropriate member of staff
- To administer pupil admissions and other pupil processes including attendance using SIMS and specialised systems
- To manage communications to parents using appropriate systems
- Inform the Trust's HR provider of staff changes, claims, staff absences and any HR related requirements
- To process and ensure correct payments for monthly payroll
- To provide support for recruitment within the school including undertaking DBS checks, maintaining the single central register and dealing with interview administration
- To administer first aid to pupils, maintaining accurate logs of first aid delivery
- To maintain first aid supplies, and keep the first aid room tidy and well stocked

Supervision and Management

- The post holder will often be required to work without direct supervision. Supervision will be present where necessary
- To take decisions on a day-to-day basis to ensure administrative deadlines and requirements are met
- To prioritise own workload within the overall workload including the timely production of information and analysis of data
- To deal with changing and conflicting deadlines
- To frequently deal with non-routine queries and forwarding matter to appropriate staff where necessary

Decision Making

- To deal with changing priorities relating to the work of the office
- To work under direction of the Headteacher & Trust Business Manager
- To work to deadlines and to prioritise own work to answer some non-routine queries and refer other matters to the appropriate member of staff

Working Environment

- Ability to work under pressure and meet ever changing tight deadlines
- The post is subject to constant interruptions
- Very busy office with frequent use of IT equipment

General and School Responsibilities

- Be familiar with safeguarding requirements in protecting the welfare of children, and young people. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment
- Contribute to and support the Trust's values, ethos and vision
- Participate in training and other learning activities as required
- Participate in Performance Management and development as required by the Trust's policies and procedures
- Participate actively and flexibly in a range of school activities
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Understand and be committed to the Health and Safety Policy and the safety priorities and be aware of their contribution to such priorities
- Be aware of and comply with the health and safety legislation and other requirements that are relevant to the post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with and promote the Equality and Diversity Policy

Additional Duties

- The post holder will be required to carry out any other reasonable duties required over and above those listed above, in order to promote the ethos and profile of the school and ensure the wellbeing of its children and staff

Person Specification



Job Title:	Office Administrator
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Criteria	Essential	Desirable	How Identified
Education/Qualifications			
5 GCSEs including English and mathematics at grade C or above	✓		Application form
Experience			
Previous experience of working in an office administration environment	✓		Application form & References
Use of a range of IT systems, including Microsoft Office and payroll software	✓		
Experience of following procedures and processes	✓		
Previous experience in a similar function within the school, public service, business or hospitality sector		✓	
Experience of using SIMs data management system		✓	
Attributes			
Professional, calm, patient, caring, firm, fair, adaptable, confidential	✓		Interview
Skills			
Excellent administrative and organisational skills	✓		Application form & Interview
Strong communication and interpersonal skills	✓		
Fluency in English for all student and public-facing roles	✓		
Teamwork			
Have positive and mutually supportive relationships with all colleagues	✓		Interview
Ability to promote the school across the wider community	✓		
Safeguarding			
Good knowledge of relevant safeguarding procedures	✓		Interview and References
Commitment to adhere to the Trust’s Safeguarding & Child Protection Policy	✓		
Good awareness of potential safeguarding issues		✓	
Communication			
Good verbal communication with parents/carers and other professionals	✓		Application form & Interview
Good written communication in standard English	✓		
Knowledge and experience of IT programs to support learning and communication		✓	

Our Vision Statement and Values

Who We Are

On 1 December 2015, six schools in East Dorset formally joined together to create The Heath Academy Trust providing education for pupils from nursery up to the age of 11 in East Dorset. These successful schools had worked collaboratively for several years and combined in order to capitalise on the benefits of being in a multi-academy trust in enhancing the learning experience for all pupils. The schools within the Trust are committed to improving teaching and learning.

The six schools are:

St Ives Primary and Nursery School

St James' CE First Schools and Nursery, Alderholt

St Mary's CE First School and Nursery, West Moors

Oakhurst Community First and Nursery School, West Moors

Sixpenny Handley First School and Nursery

Three Legged Cross First and Nursery School

Our Vision Statement

The Trust aims to provide a high quality, inclusive and effective learning environment producing an excellent performance from our children, and to engender a love of learning and a passion for excellence in all areas of school life. We will define a culture of high aspiration, to champion equality for all children and support clear lines of accountability, underpinned by strong, tailored school improvement and management systems within a professional learning environment.

Our Values

- Inspire
- Transform
- Together

