



Sidney Stringer
Primary



Sidney Stringer
Multi Academy Trust

Information Pack

Admin Assistant

Grade 2

8.00am – 4.00pm (3.30 on Friday) Term time only plus 5 days





Sidney Stringer Primary

Sidney Stringer Primary Academy opened in September 2015 with two forms of entry for reception children. It is part of the Sidney Stringer Multi Academy Trust, which includes Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy and Sidney Stringer. All schools are working together with the ambition of becoming outstanding.



Sidney Stringer Primary is a two form entry school with 420 children from Reception to year 6. In our recent Ofsted inspection, we were judged Outstanding in all areas. We have established an excellent reputation within the community and have good relationships with our parents. We work extremely closely with Sidney Stringer Academy and benefit from shared teaching staff. We have very close links with Radford Primary the other primary school in the MAT. There are also many opportunities to work collaboratively across other MAT schools.

We have a new building and have high quality resources and equipment, and state of the art technology, which we use to ensure that all our children make outstanding progress

The school is very well led and we have a strong and effective team of teachers and Learning Support Assistants. We have high ambitions for the children in our school and we go above and beyond to support them and make certain they achieve fully.



What are we looking for?

You will be the first point of contact for all visitors to the Primary Academy. You will provide a warm welcome and ensure that all visitors are signed in and are clear about where they need to go. We are looking for someone who is friendly, calm, organised, assertive and able to work independently.

You will work in the school office supporting our existing team of an administrative assistant and Admin manager and be line managed by her. You will also, work closely with staff at Sidney Stringer Academy liaising with both finance and administrative staff. You will need initiative and be able to manage your own workload.

You will need to work closely with the Head teacher carrying out administrative duties and supporting as required. You will also work closely with the business manager and report to them.

Our Primary school offers before and after school care and part of your role will be the administration of this provision.

Fantastic opportunity

This is a really exciting time to join a school that has already established itself as a high quality provider and where there are many professional development opportunities on offer as the school continues to grow.



Why work at Sidney Stringer Multi Academy Trust?

**There are many benefits to staff
working at Sidney Stringer**

- **100% attendance - 1 day off following year**
- **Staff Development- High quality programme and subsidies for Master's degree courses**
- **iPads for teaching staff and class sets for lessons**
- **Free tea and coffee**



- **Cycle Scheme**
- **Childcare voucher Scheme**
- **Free parking**
- **Long service awards**

- **Social committee with subsidised events**
- **Occupational health and counselling support**



JOB DESCRIPTION – Admin Assistant Grade 2

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Reporting to: Business Manager

Hours: 8.00 am to 4.00 pm Friday 8.00 – 3.30pm
Term time plus 5 days

Job Purpose

1. To ensure the efficient operation of the administrative function and systems within the school.
2. To ensure confidentiality is maintained at all times.

Main Roles and Responsibilities

Finance

Contact suppliers regarding damage, deficiencies or discrepancies and arrange for return items.

Support parent transactions in purchasing uniform.

Maintain milk register ensuring free milk for under-fives and purchasing milk as required for over fives.

Ensure that all eligible families are claiming benefits so the school receives the PPG funding and manage this in relation to liaising with staff and maintaining pupil records.

Responsibility for and administration of Bromcom – setting up new accounts, registering trips and payments on the system, ensuring trip cost effective.

School Records

Ensure the following children's records are kept up to date:

- Issue UPN's, requesting when necessary from other schools.
- Update individual records when required.
- Transfer pupils at the end of each year and put new in year pupils on the database, including Reception children, at the beginning of every year.
- Responsible for new admissions into school, checking correct birth dates.
- Keep medical records up to date and easily accessible. Enter emergency contact data and keep updated.
- Produce class lists at the beginning of the year and ensure copies are available to staff.
- Responsible for In year allocations submitted to Coventry weekly. Update roll numbers and pre admissions
- Ensuring information from data locker and the LA is kept up to date and dealt with in a timely manner.

Common Transfer File:

- Ensure data is sent electronically to receiving schools within statutory deadline of 15 days.
- Download incoming files and ensure they are appropriately inputted to Bromcom.
- Liaise with teaching staff to ensure data on children is up to date.
- Request records from transferring schools and ensure teaching staff receive information.

Attendance

Carry out the following tasks in relation to pupil attendance records:

- Print the class registers.
- Input data from registers to check and record attendance.
- Update pupil absences with the reasons for them not being at school and liaise with Attendance Lead.
- First day calling for any absent children as required..
- Keep Head teacher and Attendance lead informed of absences and chase up absences that have not been notified.

Communication

- Responsibility for communication including twitter and production of newsletters.
- Promote, administer and maintain 'My Ed' parental communication system and parent pay.

General Duties

- To act as first point of contact for general parent, pupil and visitor enquiries both in person and via the telephone, providing a proactive service which pre-empts the needs of others.
- Respond to correspondence from both standardised and non-standardised information, e.g. acknowledgements, requests for information.
- Assist with the administrative preparation and drafting of reports to the School Governing Body and for other agencies as required.
- File documentations, after familiarisation with filing systems, in accordance with file location.
- To produce and process routine school documentation and letters to parents.
- Open, sort and distribute incoming post and ensures despatch of outgoing post.
- Produce a range of documents from a variety of sources, using various software packages. (e.g.Excel, Publisher and Word)
- Organising and providing refreshments for meetings.
- Provide information and complete returns to the school management and academy as required
- Be prepared to undertake professional development and training including whole school inset.
- To carry out general office duties, such as photocopying, laminating, binding, filing etc.

Welfare

- To carry out minor first aid, administer authorised medicines and contact parents as necessary
- To be aware of, and follow, the school's child protection policy ensuring children are safeguarded

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role
- To adhere to published school policies and procedures
- To attend regular meetings with line manager

Any other tasks as directed by the Head which fall within the range of the post.

Conduct

- To act in a professional and confidential manner with all school information
- To work co-operatively with others and to show commitment, through attendance at meetings and working towards shared goals, as well as being an active part of the whole school team

- To promote the image of the school in all contact with the local and wider community

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations

between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training and Development

Sidney Stringer Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job.

PERSONNEL SPECIFICATION

ATTRIBUTES	REQUIREMENTS
SKILLS & KNOWLEDGE	<ul style="list-style-type: none">▪ Operate switchboard/telephone system▪ Communicate confidently and effectively with staff students, parents and external bodies to give and receive information in a courteous effective manner using different mediums. i.e. telephone, in person, email or messages▪ Able to resolve queries/ filter callers and use judgement to problem solve when appropriate or refer to appropriate individual or department.▪ Use computer systems to record information and generate reports.▪ Follow and adhere to recognised procedures▪ Sort, identify and clarify and file accurately in alphabetical, numeric or subject order▪ Operate Office equipment such as photocopier, fax machine▪ Good numeracy and literacy skills.▪ Basic knowledge of first aid.▪ Knowledge of school management information system, Bromcom.
ABILITIES	<ul style="list-style-type: none">▪ Able to problem solve and demonstrate flexibility▪ Stay calm in the presence of irate visitors▪ Cope with interruptions and use initiative▪ Handle multiple tasks in a calm systematic manner▪ Understanding of the needs of children.▪ Able to prioritise and organise workload to meet deadlines and remain calm under pressure.

EXPERIENCE	<ul style="list-style-type: none"> ▪ Experience of clerical and administrative work. ▪ Experience of working in school. ▪ Experience with children.
EDUCATIONAL ACHIEVEMENTS	<ul style="list-style-type: none"> ▪ RSA typing skills or equivalent ▪ Maths and English GCSE or equivalent.

All employees of Sidney Stringer Primary Academy are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.

How to apply

If you are ambitious for yourself and want to be part of our school at this really exciting time then we would like to meet you. Please complete the attached application form and send it electronically to:
rpaandssprecruitment@sidneystingeracademy.org.uk

[no hard copies to be sent in the post].

The closing date for this post : Monday October 20th 2025 at 12pm

Interview date TBC

If you would like further information then please email

rpaandssprecruitment@sidneystingeracademy.org.uk

We look forward to receiving your completed application form.



Admin Manager

Grade 4 (pa pro rata)

Monday to Friday 8.00 a.m. to 4.00 p.m.

Term time only plus 10 days.

We are looking for an organised, enthusiastic, flexible and highly competent Administrative Manager to manage the school office with a real passion for delivering our ethos and continuing to grow our new school.

This is a fantastic opportunity to be part of a growing new school with many opportunities to develop the role.

For further details, an application form, and to apply, please visit our website:

www.sidneystringerprimary.org.uk

Please return completed application forms to Suki Bains (HR) -

sbains.staff@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

Closing date: Friday 20th September 2018 at 12pm.

Interview date to be confirmed.

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.