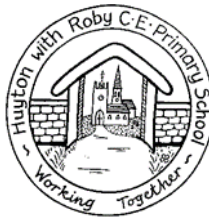


School Administrator

Candidate Information Pack

Huyton with Roby CE

Primary School



About Liverpool Diocesan Schools Trust

We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

What is our Purpose?

Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
- We celebrate **diversity, address inequality, overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.

- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

Our Core Values

We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

We are a fully inclusive organisation and encourage applications from individuals from minority communities.

About Huyton with Roby CE Primary School



'Teach children how they should live, and they will remember it all their lives.'

Proverbs Chapter 22 verse 6

Our mission is to see each child reach their full potential within a secure and caring environment. We seek to develop in our children an understanding of the Christian faith. We aim to be a welcoming and stimulating school that has strong links with home, our churches and the wider community.

Huyton with Roby is a popular and successful school. As a Church of England school our Christian values underpin all that we do, and we have close links with two local churches. We joined LDST in February 2018 to deepen these links and to continue to improve the education we provide to our children.

We are very proud of our 2022 OFSTED where we were rated as Good. This rating rewards the hard work and commitment of our staff to school improvement. We will continue improving and reach our goal of being Outstanding, so that all our children reach their full potential.

Our staff are committed to raising standards for all pupils. They pride themselves on working effectively together and in partnership with parents, to provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for learning. To facilitate this we take full advantage of our fantastic surroundings including; a meadow, an adventure trail, and woodland. By integrating these into learning we provide a range of rewarding learning experiences that encourage, challenge and extend the abilities of our children.

We are proud of our school and encourage you to visit our website, which we hope will give you a real insight into what makes us a truly successful and happy school.

Job Description

Title: School Administrator

Salary: Pay Band E, SCP 7-11 £26,403 - £28,142 per annum FTE*

*Full Time Equivalent pro rata down according to working weeks & hours.

Hours: 30 hours per week Monday - Friday, 39 weeks per year.

Working pattern: 8:30 am – 3:30pm (including lunch hour)

Accountable to: Headteacher and School Business Manager

Location: Huyton with Roby Primary School

Main Purpose

Under the guidance of the Headteacher and School Business Manager: undertake general administrative, financial and organisational processes to ensure the smooth and efficient operation of the school.

Main Duties

Administration

Undertake typing and other ICT based tasks including the production of letters, reports and schedules etc.

Provide general administrative support e.g. photocopying, filing, emails and completing routine forms and responding to routine correspondence.

Maintain manual and electronic records and/or management information systems.

Maintain and collate school data within IRIS EdGen and other MIS systems, ensuring all information is up to date, including pupil and staff records, admissions and CTFs, free school meals, assessment information and CPD training records.

Maintain and collate pupil reports including CENSUS information and that routinely required by the local authority and DfES (under the guidance of SBM/Headteacher).

Manage pupil admissions to school including liaising with Admissions Team, preparation of documents for new starters, in year transfers etc.

Act as a member of the School Attendance Team – providing first day response calls to absent children, updating registers, tracking attendance, managing holiday requests and related EPN procedures under the guidance of senior staff.

Take notes at meetings and circulate to attendees e.g. staff meetings where required.

Sorting and distributing the internal and external mail.

Undertake routine administration of school lettings and other uses of school premises.

Undertake clerical support in relation to examinations and assist in examination invigilation as and when required.

Provide routine clerical support in relation to the production and distribution of specific materials e.g. school newsletters, school prospectus, school website/communication tools etc.

Organisation

Undertake reception duties, responding promptly to all general telephone, face to face and email enquiries and routine correspondence. Where appropriate refer more complex matters to senior leads.

Manage school visitor signing in processes, including ID checks and DBS checks on arrival, ensuring all visitors are aware of school safeguarding protocols, signing in supply staff, contractors, parents and visitors.

Support with arrangements for school trips (coaches, processing invoices, recording income etc).

Co-ordinate and support with visits by the school nurse, photographer, other external parties, linked schools, parents etc.

Manage school meals and extended school activities registers and payments.

Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/carers and/or staff etc

Co-ordinate the school diary including the arrangement of meetings, appointments, etc

Ensure the school office is well organised and presentable at all times, in order to facilitate the efficient running of the department. Ensure noticeboards are clear and purposeful and that information is accurate.

Resources

Undertake general financial administration e.g. processing orders/invoices/income – under the guidance of SBM.

Manage the schools payment system ParentPay, liaising with parents and school meals service, monitoring and recording income, investigating outstanding balances.

Operate and provide support with ICT systems, e.g. photocopier and ICT packages (word, excel etc.) in accordance with manufacturers instructions.

Maintain stock and supplies of resources, cataloguing and distributing as required

Operate uniform, snack or other 'shops' within school where applicable including handling/banking of cash payments.

Provide general advice and guidance to staff, pupils and others

Co-ordinate supply cover for absent staff under the direction of the Headteacher or senior leads.

Support for the School

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background

Contribute to the school ethos, aims and development/improvement plan

Work as part of a team, appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities including performance management as required.

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Person Specification – Administrator	Essential (E) or Desirable (D)
Personal Attributes Communication & Influence - Communicates in a clear, accurate and succinct manner to delivering information to the right person ensuring they understand the message. - Ensures that method of communication is appropriate to achieve the required result. - Provides factual information as requested or re-directs requests to a more appropriate person. - Asks open questions and ensures that there is no confusion or ambiguity to the listener. Team working - Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area. - Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. - Sees other peoples points of view and encourages and respects views that are different from own. - Works with the team to generate solutions and reach consensus. Organisational Awareness - Demonstrates a broad knowledge of the school's and Trust's activities and how they contribute to the school's performance as a whole. - Is able to describe the current activities in their area and whole school developments. - Demonstrates how own job performance contributes to the school's vision. Adaptability - Responds positively during times of change. - Willingly co-operates with others and highlights potential problems in a positive and supporting way. - Helps others to understand the need and reasons for change. - Effectively implements new ideas and methods to adapt working practices. - Helps plan, develop, set up and monitor systems and processes to effect change.	E E E E E E E E E E E E E E E E

Qualifications and Experience • At least NVQ Level 2 qualification or equivalent in Numeracy/Math and Literacy/Englis or equivalent qualification • NVQ Level 3 in Administration or equivalent qualification or experience • Experience of using ICT for routine and pre-set purposes, including Microsoft Office applications e.g. word, excel. • Previous experience of work in a school environment • Proven experience of undertaking a wide range of clerical, administrative and/or financial work and working to deadlines • Experience of cash handling, banking, maintaining financial records • Experience of handling school data, including CTFs, assessment information, CENSUS, end of year transfer, pupil admissions. • Willingness to undertake appropriate first aid training if required. • Experience of using technology in educational setting • Willingness to participate in relevant training and development opportunities	E E E D E D D D D E
Knowledge and Understanding • Awareness of school safeguarding procedures • Awareness of inclusion, especially within a school setting. • Ability to relate well to children and adults • Knowledge of financial, personnel, health and safety regulations and procedures in a school setting • Understanding of school communication, reputation within the community, and how to engage with the school community.	E D E D D
Professional Values and Practice • Demonstrates high expectations for all pupils. • Ability to build and maintain successful relationships with pupils and adults, treat them consistently, with respect and consideration. • Ability to work collaboratively with colleagues both within school and other organisations and carry out the role effectively, knowing when to seek help and advice. • Ability to improve your own practice through observations, evaluation and discussion with colleagues.	E E E E

How to Apply

Application Process

The application process for this role is a 3-stage process:

- Application form
- Task
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email Jennifer.Walker@LDST.org.uk or call 0151 477 8460.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: Monday 13th October 2025 9am

Shortlisting: Monday 13th October 2025

Interview Date: Monday 20th October (times TBC)

Start Date of Post: As soon as possible.

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen