



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential

School Administrator

Recruitment Pack

St James CofE Junior School





Dear Applicant,

Thank you for your interest in the post of School Administrator.

St James CofE Junior School is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website <https://www.st-james-junior.co.uk/> and the Trust website - www.dgat.org.uk - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is **9 October 2026 at Midday**. Interviews are scheduled for 19 October 2026. With a start date of asap.

To submit your application please email the completed form to recruitment@dgat.org.uk before the closing date.

Yours faithfully

Mrs E Gardiner
Headteacher



The Diocese of Gloucester Academies Trust seek to appoint a

School Administrator

This is an exciting opportunity for a friendly, efficient, welcoming and organised School Administrator to join our hardworking, talented team at St James Church of England Junior School.

Although the job title is 'Administrator', this does not really cover the role accurately. You will need to be superb at multi-tasking, adept at prioritising, a jolly good juggler of jobs and someone that does not mind interruptions. You may need to deal with a matter that arises at short notice to support the children, staff or parents, whilst answering the phone. If this does not faze you and you are willing to go above and beyond, then this is the job for you!

Our School Administrators are the heart of our schools and the first point of contact for parents. It is essential to have good communication and relationships with all our stakeholders; being a people person and good communicator is essential whilst maintaining professionalism and upholding the school's values.

Experience of working in a school office and knowledge of packages like ParentPay is desirable. You will need a good telephone manner, proficient ICT skills and excellent English language, spelling and grammar.

We encourage visits to the school; if you would like to arrange a visit or have any questions about the role, please contact 01452 520714.

Please also take a look at our website St James Church of England Junior School and our Trust website <https://www.st-james-junior.co.uk> which will give you a good idea about us.

This is a part-time role for 27.5 hours per week, Monday – Friday, over 39 weeks, (term time, plus inset.)

This role is fixed term until February half term, with possibility of extension for long term sick leave cover and the salary will be on Grade 3, point 5, pro-rata.

Closing date for applications is **9 October 2026 at midday.**

Other information that might help you decide if this is the role for you

Usual working days and times:	Monday - 8am to 3.30pm (incl 30-minute lunch break) Tuesday to Friday - 8am to 1pm
Work environment	Classroom, school environment
Dress code:	Smart/Casual
Employee benefits:	Free and confidential employee assistance programme available 24/7 High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: https://www.dgat.org.uk/cpdl-and-events A range of clear and supportive policies.

Please note:

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.



Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

School is Trust and Trust is School

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal



- Finance and Business
- Premises and Insurance
- Compliance and GDPR
- Governance

Job Description

Job Title:	School Administrator
Responsible to:	Headteacher
Line Management:	Headteacher
Contract Type:	Fixed Term

Overall purpose of this post

Main purpose

To provide a comprehensive level of administration support to the school, organising, maintaining and monitoring the school's day-to-day systems. Working collaboratively with the other Administrators within the Trust to share knowledge and best practice amongst the team, under the guidance of the Headteacher and the Trust Schools Business Manager

Duties and responsibilities

General

- Provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner.
- To uphold the school's vision and values.
- Organise the School Office and maintain the necessary hard copy and online systems for administration, communication and record keeping.
- Answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate.
- Deal with lunch orders off daily registers and ring through to kitchens
- Deal with incoming and outgoing correspondence whether hard copy or email.
- Compose emails, letters, memos and reports as directed by the Headteacher or member of SLT

- Check identity of visitors and ensure all visitors' procedures are followed (issue appropriate coloured lanyard/badge, sign into visitors' log, issue health & safety/safeguarding information relevant to visit, ensure contractors sign the asbestos register as required).
- Maintain pupil and staff records on the school's Information Management System, monitoring and reporting on attendance and producing returns such as the Census
- Monitor absence and late arrival of pupils; contacting parents/carers to establish the reasons for pupils' absenteeism, flagging low attendance or patterns of absenteeism with the Headteacher
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Attend and participate in relevant meetings as required
- Establish constructive relationships with parents/carers and work with parents to enhance pupils learning
- Undertake any other relevant duties given by the class teacher
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Finance

- Utilise and manage Parent portal to ensure school offices are cashless helping parents to set up and manage their accounts
- Manage payments for trips and lunches etc via Parent Pay and parent portal (Arbor)

- Monitor and chase debtors arising on Parent Pay and raise any concerns with Finance Officer and Headteacher if necessary

Other duties

- Organise children's medical needs and keep rigid control over medication in school.
- Ensure inhalers/adrenaline auto-injectors etc are signed in/out of school on a daily basis if applicable.
- Ensure all information is treated confidentially and have absolute discretion at all times
- Ensure that all duties and responsibilities are discharged in accordance with the School's Health and Safety at work policy.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.
- Attend all appropriate training courses and meetings.
- Any other reasonable duties as required that are commensurate with the grade of the role, under the guidance of the Headteacher.

1. Supervision – the post holder is responsible to the Headteacher and will work closely with the Trust Business Manager. The postholder is expected to carry out duties as directed by the Headteacher and other members of the SLT as appropriate.

2. Principal contacts – all staff, Chair of Directors/Directors, pupils, parents, members of education and other council departments, contractors and all other external bodies.

3. Special conditions – this job description sets out the main duties of the post, these duties may vary from time to time without changing the general character of the post or the level of responsibility.



Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required.

The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Person Specification

	Essential	Desirable
Personal Values		
Committed to actively promoting the Christian ethos and values of the school	x	
Committed to the school's vision	x	
Key Skills and Competencies		
Understands confidentiality	x	
Thorough	x	
Working knowledge of Microsoft packages	x	
Excellent spelling punctuation and grammar	x	
Numerate	x	
Understanding of resource management	x	
Good at forward thinking and strategic planning	x	
Quick thinking and good judgement in unforeseen situations	x	
Ability to work as part of a team	x	
Excellent communication skills with adults and children	x	
Well organised and able to prioritise, able to multi-task	x	
Meets deadlines	x	
Flexible and approachable	x	

Diplomatic	x	
First Aid certificate		x
Knowledge of School information management systems (SIMS or other)		x
Experience of project management		x
Personal Qualities and Characteristics		
Good sense of humour, enthusiastic, understanding and kind	x	
Deals effectively with difficult situations	x	
Professional manner with all stakeholders, which includes parents, children, staff, volunteers, community and external agencies	x	