



Oak Tree
Primary School

Oak Tree Primary School are seeking a
School Administrator



dmat.education



Welcome from our Oak Tree Headteacher

Oak Tree Primary School is looking to appoint a dedicated and committed individual to join our team and support our school and community. This is an exciting opportunity to contribute to the success of our pupils and staff.

Oak Tree Primary is proud to have recently joined Durrington Multi Academy Trust (DMAT), a group of schools committed to high standards and continuous improvement. Being part of DMAT means access to shared expertise, resources, and professional development opportunities across the Trust, enabling our staff to grow and stay at the forefront of educational practices. DMAT is focused on creating inclusive, high-performing schools where both staff and pupils can thrive.

At Oak Tree Primary, we value high-quality teaching informed by research, including Rosenshine's Principles of Instruction, and we are committed to fostering a positive and nurturing environment. The successful candidate will play an important role in supporting the smooth running of the school and ensuring the best outcomes for our pupils and community.

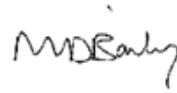
Our school has a collaborative team culture, with staff working closely across all year groups. Joining our team means becoming part of a supportive and inclusive environment, with access to professional growth opportunities as part of DMAT. The school's local committee and Parent-Teacher Association (PTA) provide additional support, helping to ensure the school continues to thrive and meet the needs of its pupils, staff, and families.

Oak Tree Primary is proud to offer excellent facilities, including large school grounds with outdoor spaces for forest school, an allotment, and an environmental area, supporting learning beyond the classroom.

We place a strong emphasis on building positive relationships within our school community, creating a welcoming and supportive atmosphere for all.

We would be delighted to invite you for a school tour before applying. Please contact the office team to arrange this. We look forward to meeting you.

Kind Regards,



Miss D Bailey



The Role

School Administrator

Required from February 2025

- Core purpose:**
- To be a first point of contact for parents and visitors, to deal with general enquiries and present a positive first impression of the school that is in line with its core purpose and values; being a great ambassador for Oak Tree and DMAT.
 - To answer telephone calls to the school in an effective, courteous and welcoming manner ensuring the accurate transfer of messages to relevant personnel
 - To maintain confidentiality, in particular in dealings with parents and outside agencies
 - To ensure good administrative support to senior leaders and teaching staff and, as required, the Inclusion Leader
 - To maintain up to date pupil records on Arbor and in pupil files

Reporting to: Headteacher

Contract: Permanent

Hours: This post is term time only plus 5 inset days, Monday to Friday, 8am to 4pm - 37 hours per week

Grade: Grade 4 SCP 5 £24,790 - £25,992 FTE (starting from £21,358 actual)

Overall purpose of the role

- To provide excellent administrative support to ensure the smooth operation of the school's day-to-day activities.
- Being the first point of contact and communication for visitors to the school.
- Managing office functions, maintaining pupil records and assisting in communications between parents, staff and the school community.
- Be responsible for safeguarding and prioritising the welfare of children.
- Responsible to the Headteacher.

Main Duties and Responsibilities

- Safeguarding Responsibilities:
- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.
- Ensuring social media platforms are used to showcase pupil/school successes

Key Tasks:

- Perform general office duties, including answering phone calls, responding to emails and greeting parent, pupils and visitors
- Promote the school using various platforms

- Serve as a point of contact between parents, teachers and the school community
- Manage the school calendar, scheduling appointments, meetings and events
- Prepare, edit and distribute correspondence and reports as needed
- Order and maintain school stock cupboard supplies
- Maintain accurate and up-to-date pupil records, including enrolment and academic reports
- Handle confidential information in compliance with data protection regulations

Process school admissions and leavers

- Liaise and arrange meeting rooms/ timings e.g. music teachers, school nurse team, social worker visits
- Maintain the general office email box and respond or forward to appropriate staff
- Administer termly after school clubs (internal), liaise with external providers
- Liaise and administer sporting events e.g. tournaments, football, legacy games etc
- Liaise with the Senior Leadership Team and teachers re: trips, booking coach travel, letters to parents etc
- Keeping school calendar/ yearly planner up to date
- General admin – communication with parents
- Arrange school photographer visits
- Keep entrance and noticeboards tidy and up to date
- Undertake first aid training to support pupils with their medical needs as and when required.

This job description sets out the duties of the post at the time when it was drawn up. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual tasks needing to be undertaken may not be identified. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person specification

Attributes	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> ● English and Maths GCSE or Equivalent ● Experience of working in an office environment ● Excellent IT skills ● Excellent communication skills, both oral and written, and telephone manner ● Experience of undertaking a range of clerical and administrative duties 	<ul style="list-style-type: none"> ● Experience of Arbor (our school MIS) ● Experience of CPOMS ● Experience of working in a school office environment ● Experience of dealing with information of a confidential nature ● Accurate, fast typing and keyboard skills (RSA typing Stage 2/65 wpm)

Skills and Abilities	<ul style="list-style-type: none"> ● Able to work independently and on own initiative, with an ability to remain calm in a highly pressurised environment and to live the school's values ● Ability to communicate with a range of audiences, including staff, governors, pupils and parents ● Ability to prioritise and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date ● Understanding of and experience of maintaining confidentiality 	<ul style="list-style-type: none"> ● 3 Day First Aid at Work qualification
Personal qualities	<ul style="list-style-type: none"> ● Good people skills, demonstrating patience, tact and sensitivity ● Friendly, open and positive disposition ● Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge ● Willingness to learn and ask for advice ● Works well in a team with a flexible and co-operative approach ● Enjoys working with young people 	<ul style="list-style-type: none"> ● Able to demonstrate a commitment to equal opportunities

All of the above identified through application form/ interview / interview tasks/ reference and certificate checks

Safeguarding

Durrington Multi Academy Trust is committed to the safeguarding and wellbeing of all our students and staff. It is a core expectation of every member of staff to safeguard the wellbeing of every child and young person within the Trust. Staff are supported through regular training and are expected to adhere to the Trust's Safeguarding and Child Protection Policy at all times.

In addition to the statutory pre-employment checks, this appointment will be subject to an enhanced DBS check, a safeguarding background check and interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

How to Apply

Applicants must complete the application form and return it, alongside a personal statement, please include the following, maximum 2 sides;

- Why you would like to be appointed to the role of School Administrator at Oak Tree Primary School
- Skills experience and impact you have had in role and how the impact and experiences you have had make you a strong candidate.
- What you would bring to Oak Tree Primary

Applications to be sent to: office@oaktreeprimary.co.uk

Closing date for applications is: Noon – Wednesday 12th February 2025

We welcome conversations about the post, school and trust. Please contact Headteacher Miss D Bailey office@oaktreeprimary.co.uk / 01444 233368

Durrington Multi Academy Trust

The Boulevard

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