



SCHOOL
ADMINISTRATION
OFFICER
**RECRUITMENT
PACK**

APRIL 2026

DRAYTON PARK SCHOOL

Arvon Road, London, N5 1PJ ★ Tel: 020 7607 4142

Email: admin@draytonpark.islington.sch.uk

Website: www.draytonpark.islington.sch.uk

Headteacher: Annabelle Kapoor



DRAYTON PARK SCHOOL

DEAR APPLICANT,

Thank you for your interest in the position of School Administration Officer at our school.

This is a pivotal role within our community, sitting at the heart of our day-to-day operations. As the first point of contact for parents, visitors and external agencies, the successful candidate will play a key role in shaping the experience of everyone who engages with our school. We are therefore seeking someone who combines professionalism with warmth, efficiency with empathy, and strong organisational skills with a genuine commitment to supporting children and families.

Working closely with the School Business Manager and the wider leadership team, you will lead on the coordination of administrative systems and contribute to the smooth and effective running of the school office. The role requires a high level of accuracy, confidentiality and initiative, as well as the ability to manage competing priorities in a busy environment. From overseeing admissions and maintaining pupil records, to supporting attendance processes and ensuring compliance with safeguarding and statutory requirements, your work will have a direct impact on the quality of provision we offer.

We are particularly keen to appoint someone who is a strong team player, able to build positive relationships with colleagues, parents and external partners. A calm, solution-focused approach is essential, alongside a commitment to continuous improvement and high standards of customer care. You will also contribute to the wider life of the school, including the organisation of events and supporting the well-being and safety of our pupils.

In return, we offer a supportive and collaborative working environment, where staff are valued and encouraged to develop professionally. Our school is underpinned by a strong ethos of respect, integrity and inclusion, and we are looking for someone who will embody these values in all aspects of their work.

If you are organised, proactive and passionate about making a difference in a school setting, we would be delighted to receive your application.

Yours sincerely,

Annabelle Kapoor
Headteacher



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POSITION: SCHOOL ADMINISTRATION OFFICER

SALARY GRADE: SCALE 6

SALARY RANGE: £37,509-£38,637 (Actual Salary £32,514.69-£33,492.49)

HOURS: FULL TIME, 35 HOURS, TERM TIME ONLY

CONTRACT: PERMANENT

START DATE: ASAP

OUR SCHOOL

Drayton Park is a vibrant and ambitious community school, in the heart of Highbury and Islington. We pride ourselves on our shared commitment to each other and our school. We care deeply about nurturing our children as individuals, ensuring all can be happy, thrive and achieve as learners and friends. We are looking for an enthusiastic and dedicated School Administration Officer to join our team.

YOU WILL BE:

- An excellent communicator
- Enthusiastic
- Eager to contribute to the success of our school
- A strong team player who is willing to learn.

WE CAN OFFER YOU:

- A community where everyone supports each other to provide the best primary school experience for all children
- An enthusiastic, supportive staff team who have high expectations of themselves and the children
- Opportunities for professional development.

We encourage visits to the school - please contact our School Business Manager, Tracie Gaspard-Kelchure, on Tracie.Kelchure@draytonpark.islington.sch.uk or 0207 607 4124 for an appointment.



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JOB DESCRIPTION

POST: School Administration Officer

GRADE: Scale 6

RESPONSIBLE TO: School Business Manager

PRIMARY JOB FUNCTION

- To manage the organisation and supervision of administrative systems and support staff in the school office, working closely with the School Business Manager (SBM)
- To undertake administrative and organisational functions, whilst always maintaining confidentiality
- To assist with the planning and development of support services
- To maintain the public face of the school, interacting with the school community and visitors, and the provision of information and services in dealing with, and resolving, enquiries and complaints

DUTIES AND RESPONSIBILITIES

- To provide the school with a first point of contact for all visitors/callers to the school, welcoming them and providing information or referring to the appropriate member of staff as required, following the school's ethos and values at all times
- To work as an integral part of the admin team, supporting and covering other members as required
- To be responsible for ensuring that the reception desk and reception area are manned at all times during the hours 8.00am-4.00pm
- To be responsible for the school's admissions procedures for the nursery/school by giving advice to parents and members of the public on admissions criteria, collating applications for admissions and monitoring the correct and consistent application of admission criteria including all necessary communications with parents



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- To be aware of the school's financial procedures and regulations (including financial controls, best value, and authorisation limits) and to ensure compliance at all times
- To be responsible for the administration procedures relating to pupils transferring/leaving the school including the sharing of this information in a timely manner both internally, with other schools and with the LA where appropriate
- To be responsible for the maintenance of confidential pupil personal record files and to liaise with relevant personnel within the school and with relevant departments within the LA where appropriate
- To keep accurate and up-to-date pupil information on the school management system (currently Arbor) including FSM eligibility, ethnicity codes, EAL and SEN status and to update and extract this information as required To ensure accurate records of pupil absences are kept, communicating both in person, in writing and by telephone to parents about absence and lateness according to the school's attendance procedures, including liaising with and supporting senior leadership with children showing persistent absence or attendance that falls short of school expectations
- To be responsible for ensuring all staff, governors and volunteers to the school have an in-date DBS and that this information is recorded in the single central register (SCR)
- To maintain adequate stock of first aid supplies and oversee children's medical needs and medications, including communication with parents/carers and school staff
- To maintain records of first aid incidents and report incidents as required according to LA protocols
- To liaise with the headteacher/school business manager over the ordering of supplies and equipment for the school, ensuring all curriculum supplies are adequately stocked including the raising of POs on the schools financial management system (currently Access), receipt of deliveries, preparing invoices for payment and the distribution of supplies
- Processing of purchase orders, invoices and completion of BACs payments
- To be responsible for the collection, recording and banking of money for school journeys, trips or school events, including the monitoring of payments to ensure all monies are paid in full



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- To use spreadsheets in order to provide management information in a clear, presentable format.
- To undertake general administrative duties using office equipment as required, including:
 - Filing and photocopying
 - Dealing with incoming/outgoing mail and deliveries
 - Drafting of letters, reports etc
 - Checking and responding to emails on a daily basis
 - Checking and managing school calendars
- To share in the planning and organisation of special events across the school, including open days, school community events, visits from external professionals
- To share in the care, health and safety of children, undertaking training as needed, for example first aid, medical, fire safety and safeguarding
- To constructively take part in meetings/briefings, supervision, training, conferences and other events designed to improve communication and assist with the effective development of the post and the post holder
- Manage and organise supply staff due to staff absence with the school's SBM or leadership team
- To be responsible for the accurate recording of staff absence ensuring the completion of the relevant absence documentation by staff and the recording of this information in Arbor
- To be responsible for informing the school kitchen of the daily dinner numbers for pupil meals and the accurate recording of staff lunches taken, including the recording of money paid by staff and the timely return of the dinner monitoring sheet to the LA
- To liaise by telephone and produce written correspondence by letter, text or email to parents/carers or outside agencies as requested by Senior Leadership and the School Business Manager
- To ensure that the school office is kept orderly and the filing of any documentation is kept up-to-date
- To ensure that school information including policies relating to staff or volunteers is kept up-to-date and distributed accordingly
- To undertake any other appropriate duties relating to the needs of the school as directed by your Line Manager or the Leadership team.



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PERSONAL RESPONSIBILITIES:

- To monitor and manage your own workload and keep records in an agreed format.
- To carry out the duties and responsibilities of the post in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To always be professional in dress and manner.
- To uphold the school's ethos, vision and values consistently in all interactions and communication.
- To promote the safeguarding of children.
- To use, and assist others, in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To be a team player, working well with all colleagues for the good of the school and its stakeholders.
- To undertake other duties appropriate to the post that may be required from time to time.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as set out by your line manager.
- To show honesty, respect, kindness and integrity at all times.

PERFORMANCE STANDARDS:

- To ensure that the school's customer care standards are met and adhered to.
- At all times, to carry out the responsibilities of the post with regard to the school's Equal Opportunities Policy.



PERSON SPECIFICATION

| Personal Skills | 'E' denotes essential and 'D' denotes desirable |
|--|---|
| To work and communicate effectively with colleagues in school and stakeholders | E |
| A calm and caring attitude | E |
| To demonstrate empathy, communication, listening and interpersonal skills when dealing with colleagues and parents/carers | E |
| To demonstrate a positive attitude to working | E |
| Ability to work on own initiative and contribute ideas to the improvement of admin services at the school. | E |
| A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service | E |
| Ability to prioritise to ensure that deadlines are met, whilst working under pressure | E |
| To demonstrate good self-organisation skills | E |
| To identify and liaise with appropriate resources and agencies of support | E |



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| | |
|---|---|
| To demonstrate good administrative and organisational skills. | E |
| To demonstrate teamwork skills | E |
| To demonstrate the ability to work flexibly with adaptability | E |
| To demonstrate a willingness to undertake training | E |
| To be able to work on own initiative | E |

| | |
|---|---|
| Knowledge and Understanding | |
| School Management systems such as ARBOR | E |
| Awareness of security and separation of duties | D |
| Awareness of child protection issues and procedures | E |
| Awareness of GDPR and confidentiality procedures | E |
| Understanding of schools attendance legislation | D |



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| Qualifications | |
|--|---|
| NVQ level 2 or above in a related area | D |
| At least 3 years' experience in role | D |

| Experience | |
|--|---|
| Working in a primary school setting | E |
| Working with external agencies | E |
| Working with schools information Systems such as ARBOR and FMS | E |
| Understanding of Data Protection | D |
| Use of electronic data systems including Google and diary management | E |



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HOW TO APPLY

APPLICATION DEADLINE

Completed online application forms must be received by Sunday 19th April 2026.

To apply, please go to www.islington.gov.uk and follow the Jobs link. If you need any assistance, please email the Schools' HR Team at: schoolsrecruitment@islington.gov.uk (quoting reference DP/3003)

Please note that application forms should not be returned to the school.

COMPLETING YOUR APPLICATION

Candidates are asked to complete all the standard information required on the application form, including a supporting statement clearly addressing all of the points, as detailed within the Person Specification for this post.

VISITS

Visits to the school are strongly encouraged. Please contact our School Business Manager on 0207 607 4142 or email Tracie.Kelchure@draytonpark.islington.sch.uk for an appointment to visit the school.

SELECTION PROCESS

The selection process is due to take place on week commencing Monday 20th April 2026 Further information will be provided to the candidates shortlisted for interview.

REFERENCES

Candidates are advised that references will be taken up immediately after interview. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required.

SAFEGUARDING CHILDREN

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection. The post will be offered subject to satisfactory completion of pre-employment checks.



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Guidance for candidates applying for a job with schools

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.



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Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement. If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the professional email address for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor.

Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.



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Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.



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Policy on the recruitment and employment of ex-offenders

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.



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In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- Whether the conviction or information was disclosed during the application stage;
- Whether the conviction or information revealed is relevant to the job;
- How long ago the offence(s) took place;
- The candidate's age at the time of the offence(s);
- The number and pattern of offences;
- Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.