

# JOB APPLICATION PACK

## SCHOOL OFFICE ADMINISTRATOR VACANCY



Nurture all Hearts;  
Inspire all Minds

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Email : lothersdale@ycatschools.co.uk

Website : [www.lothersdaleschool.org.uk](http://www.lothersdaleschool.org.uk)

Tel : 01535 632510

Headteacher : Mrs Melanie Tyson

Chair of Governors : Mrs Anna Chapman

Status : Primary School (part of the Yorkshire Collaborative Academy Trust)



## The Recruitment Process at Lothersdale Primary School

Dear Applicant

### **Re: School Office Administrator Vacancy**

Thank you for your interest in the above post at Lothersdale Primary School. This Job Application Pack will provide you with additional information about the school and the position.

In addition, please note that the following essential documents are accessible on the North Yorkshire job vacancy section alongside the corresponding job advert.

- Job Application Form
- Equal Opportunities Monitoring Form
- Guidance Notes for Job Applicants

If you wish to apply for this post, please complete the application form and Equal Opportunities Monitoring Form and return as follows.

**By Email:** lothersdale@ycatschools.co.uk

**By Post:** Lothersdale Primary School, Lothersdale, Keighley, BD20 8HB

Please supplement your application with a letter of **no longer than two sides of A4 paper**. Your letter of application should outline your reasons for applying for the post and give an indication of what you can offer the school.

We would also request that you provide daytime and evening contact numbers or an email address for use, should you be called for an interview. Please also ensure that email addresses are available for your nominated referees.

**Closing Date :** Friday 20 June 2025

**Interview :** Wednesday 25 June 2025

Please note: As part of our robust safer recruitment process, online searches will be carried out on shortlisted applicants.

If you have not been contacted by the close of business on Friday 27 June 2025, you should assume that your application has been unsuccessful at this time; however we thank you for your interest in this post.

I look forward to receiving your application and meeting you when you visit.

Yours sincerely



**Mrs M Tyson**  
**Headteacher**

## School Information

Lothersdale Primary School is situated in the village of Lothersdale approximately 6 miles from the market town of Skipton and 7 miles from Keighley. The school was built in 1891. An extra classroom was added in 1991, a further classroom and offices in June 2001 and more recently an additional classroom and entrance area. We were judged Outstanding by Ofsted in January 2006, October 2008 and July 2014.

### ACADEMY STATUS

**On 1 August 2015 the school converted to an Academy, forming a Multi Academy Trust (MAT) with Bilton Grange Primary School, Harrogate and Askwith Primary School known as Yorkshire Collaborative Academy Trust.**

The Yorkshire Collaborative Academy Trust (YCAT) is now a well-established and highly successful multi-academy trust, made up of eleven primary schools.

As a MAT, the eleven schools believe in the principles of collaborative practice in the school led system as the most effective way to raise achievement and foster life-long learning for children and adults. Our working relationships are built on professional integrity and honesty with all staff, continually striving to improve their teaching to achieve the best for all children. There are high expectations for all staff to challenge and support each other in the continuous improvement of teaching and learning. Our ethos is based on the principle:

“By working and learning together we will make a difference to children’s lives.”

This is a fantastic opportunity to join Lothersdale Primary School — a vibrant, nurturing environment for children aged 4 to 11. We are proud of our strong, supportive community of around 106 pupils, taught across four classes. Nestled in the charming village of Lothersdale, our smaller-than-average school has built a strong reputation for delivering high-quality education.

We are seeking to appoint a School Administrator to join us from the beginning of September 2025.

We are looking for someone with a positive, ‘can-do’ attitude — a team player who enjoys problem-solving and thrives in a busy working environment.

### The ideal candidate will:

- Have excellent communication skills, both written and verbal
- Be well-organised, flexible, and proactive
- Create a warm and welcoming first impression as the ‘face’ of Lothersdale Primary School
- Be able to work effectively under pressure and manage competing priorities
- Show initiative and take on a variety of tasks with confidence
- Use their time efficiently and demonstrate strong multitasking skills.

### The successful candidate will:

- Have experience working in a busy office environment
- Demonstrate strong literacy, numeracy, and IT skills
- Carry out reception duties, acting as the first point of contact for telephone and face-to-face enquiries

- Communicate effectively with staff, governors, visitors, contractors, pupils, and their families/carers
- Show a willingness to learn and develop new skills
- Monitor stock levels, order office supplies and equipment, and check incoming deliveries.

In return, we can offer you a warm, welcoming, and supportive working environment where you will be part of a dedicated and friendly staff team. As a member of our school, you will also join a wider network of school administrators across our academy trust, YCAT, who provide valuable support, guidance, and collaboration. We are committed to your continued professional development and will offer training and CPD opportunities tailored to your role and career progression.

At Lothersdale Primary School, we take our roles and responsibilities for the children in our care very seriously and all appointments are subject to an enhanced DBS check, the receipt of two references satisfactory to the school and the completion of a medical declaration.

**Anyone interested in applying for the post of School Office Administrator would be encouraged to arrange a time to speak to the Headteacher by telephone in the first instance. Please telephone 01535 632510 or email: [lothersdale@ycatschools.co.uk](mailto:lothersdale@ycatschools.co.uk) to arrange a mutually convenient time to speak to the Headteacher.**

## Child Protection Statement

This school is committed to safeguarding and promoting the welfare of our pupils and young people.

We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School.

In relation to this appointment process you should be aware that your referees will be asked the following question:-

“Are you aware of any Child Protection allegations or issues of a similar nature in relation to this person? If so, please provide details.”

At interview all candidates will be asked if there have been any allegations, or issues, raised against them by pupils or young people and if so, the outcome of them.

If you would like to discuss any of the above before making an application, please contact the Chair of Governors.

## Job Description

**Post Title** : School Office Administrator

**Grade** : F (Scale Point 8)

**Responsible to** : Headteacher

**Staff Managed** : None

**Overall Function** : To provide full administration duties to the Headteacher, Staff and Governors of Lothersdale Primary School and Legends Before and After School Club

**Duties** : The principal duties shall be drawn from the following list.

- 1 To provide full administration duties to the Headteacher, Staff and Governors of Lothersdale Primary School and Legends Before and After School Club including:
  - Compiling standard letters, emails, documents and orders.
  - Processing orders, preparation of invoices for payment and liaison with YCAT Finance
  - Completion and processing of staff time sheets
  - Maintaining and update school / pupil records.
  - Filing, photocopying, managing post and maintain the school's appointments diary
  - Management of online bookings and procedures at Legends Before and After School Club
  - Management of online school lunch bookings for YCATering.
- 2 Undertake reception duties and provide the first point of contact for parents and visitors. Deal with enquiries and communicate effectively with staff, visitors, pupils and their families.
- 3 Supporting Class teachers to arrange and book class visits and help with the completion of school visits procedures including the Evolve online process.
- 4 Be aware of and comply with policies and procedures relating to child protection, health, safety and security.
- 5 Carry out GDPR duties as DPO for school.
- 6 Completing Academy returns, LA returns e.g. termly census, assessments, finance, grants.
- 7 Maintain an overview of staff training.
- 8 Be well organised and able to prioritise workload and meet deadlines.
- 9 Be flexible, reliable and professional at all times.
- 10 Be responsible for promoting and safeguarding the welfare of children and young people within our school.
- 11 Have a 'can do' approach.
- 12 Participate in staff CPD and training as required.
- 13 Understand and implement the school's data protection policy.
- 14 Work collaboratively and supportively with the Headteacher and as part of a small team.

## Job Purpose

To provide an administrative support service to the Headteacher and the school to ensure the smooth running of the school on a daily basis. The job holder works under the Headteacher.

## Job Context

The School Office Administrator at Lothersdale Primary School provides vital support to the Headteacher, staff, Governors, and Legends Before and After School Club. Responsibilities include managing correspondence, invoices, staff timesheets, pupil records, and online booking systems. Acting as the first point of contact for parents and visitors, the role also supports class trip arrangements and ensures compliance with safeguarding, GDPR, and health and safety policies. The postholder completes statutory returns, monitors staff training, and works collaboratively with the school team. A flexible, organised, and professional approach with a strong commitment to child welfare is essential in this varied and rewarding role.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
<b>Operational Issues</b>	<ul style="list-style-type: none"><li>• File and sort paperwork, including incoming and outgoing post and photocopy.</li><li>• Compile standard letters, documents, orders and lists as directed by the Headteacher.</li><li>• Undertake simple finance tasks, e.g. collect and bank monies (cash/cheques) and recording money received on the appropriate system</li><li>• Maintain and update all necessary records using manual and computerised systems and check entries.</li><li>• Maintain a diary of appointments and activities for the Headteacher and the school.</li><li>• Report concerns and obtain support for any issues raised.</li><li>• Redirect enquiries to other staff for specialist support as appropriate.</li><li>• Meet and greet visitors and parents to school</li><li>• Be parent's first line of contact.</li></ul>
<b>Communications</b>	<ul style="list-style-type: none"><li>• Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries.</li><li>• Communicate effectively with other staff, visitors, pupils and their families/carers.</li><li>• Compile information to be distributed in a weekly newsletter.</li><li>• Attend staff meetings and training days by agreement with the Headteacher.</li></ul>
<b>Resource Management</b>	<ul style="list-style-type: none"><li>• Participate in the schools performance management scheme.</li><li>• Monitor stationery stock levels, place orders as appropriate and check incoming orders.</li><li>• Participate in training and other learning activities and performance development as required</li><li>• Highlight additional training and supervision needed to build on your skills and knowledge.</li></ul>

<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Know about data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate</li> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• Maintain and update all necessary records using manual and computerised systems and check entries.</li> <li>• Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.</li> <li>• Oversee, monitor and collate school policy renewals</li> <li>• Share information appropriately – in writing, by telephone, electronically and in person.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the YCAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health &amp; safety responsibilities as an employee and where appropriate any additional specialist or managerial health &amp; safety responsibilities as defined in the Health &amp; Safety policy and procedure.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> <li>• Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Lothersdale School provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with YCAT's Policies and Procedures.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• YCAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• YCAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description, and the job will evolve to meet changing circumstances.

Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

## Person Specification

**JOB TITLE: SCHOOL OFFICE ADMINISTRATOR**

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Good knowledge of Microsoft Office software and Office 365</li> <li>• An understanding of the importance of safeguarding in schools</li> <li>• Knowledge of administration in a busy working environment</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of school administration, school information systems and financial systems</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of working in a busy office</li> <li>• Experience using Microsoft Office, Office 365 and school admin MIS systems</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in working in a school office</li> <li>• Previous experience and/or understanding of using Schoolcomms and Scholarpack</li> <li>• Previous experience of working within a staff team</li> </ul>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Maths and English GCSE grade C/4 or above</li> <li>• Evidence of continued professional development</li> <li>• Commitment to undertake training when in post</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified in emergency first aid</li> </ul>
<b>Skills</b> <ul style="list-style-type: none"> <li>• Be well organised</li> <li>• Be welcoming to colleagues, parents and visitors.</li> <li>• Excellent interpersonal, teamwork, and communication skills</li> <li>• Able to prioritise workload and complete tasks effectively</li> <li>• Ability to manage and prioritise workload to meet deadlines</li> <li>• Excellent written skills and use of Microsoft Office software</li> <li>• Ability to manage the school diary of events, meetings and appointments</li> <li>• Have an excellent telephone manner</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in liaising with other staff</li> </ul>
<b>Essential approach to work</b> <ul style="list-style-type: none"> <li>• Friendly and positive approach to daily role</li> <li>• Commitment to whole school ethos and values</li> <li>• Enthusiastic and flexible approach</li> <li>• Ability to be proactive and use own initiative</li> <li>• Confidentiality</li> <li>• Be punctual and reliable</li> <li>• A 'can do' approach to tasks</li> <li>• Demonstrate an appropriate level of confidentiality, child protection, security and safeguarding awareness</li> <li>• Enhanced DBS clearance</li> </ul>	

## How to find us

Lothersdale is a small village and civil parish in the Craven district of North Yorkshire.

The village is situated near Skipton and located within the triangle formed by Skipton, Cross Hills and Colne.

The school is centrally located on the main road through the village.

For more detailed instructions on how to locate us please use the following website or use BD20 8HB in your SatNav.

[www.maps.google.co.uk](http://www.maps.google.co.uk)