



ARCHDIOCESE OF BIRMINGHAM
ST. MARGARET MARY'S RC PRIMARY SCHOOL
Perry Common Road, Erdington, Birmingham, B23 7AB

Head Teacher: Mrs J Logue
Chair of Governors: Mr Eddie Connaughton
Parish Priest: Fr. Simon Ellis

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Senior Administrative Officer **Required for September 2026**

Permanent Contract – 42.5 hours p/w (term time only)
Band C - Starting Salary £35,412.00

St Margaret Mary's School is a welcoming school where all staff work tirelessly and carefully for all our stakeholders. We are a two-form school, we place Jesus at the centre of everything we do. An exciting post has arisen for a position in our School Office Team following the retirement of an established team member.

As Senior Administrative Officer you will be responsible for organising and delivering effective whole-school administration and management information systems. You will be part of a visible friendly team in the office working with pupils, parents and contractors and work closely with the Headteacher, office colleagues, site team and external partners.

Key responsibilities include:

- Leading whole-school administration, parent communications and reception duties (face-to-face, phone and email)
- Completing statutory returns such as the termly census and supporting audits requested by BDES/BCC
- Overseeing financial administration: handling cash, cheques, raising orders and supporting school fundraising banking processes
- Managing ordering, stock control (stationery) and ensuring cost-effective procurement
- Maintaining and overseeing data and staff records in line with GDPR, supporting GDPR training and liaising with the GDPR officer
- Overseeing the Single Central Record (SCR), understanding safer recruitment requirements and supporting DBS processes
- Supporting staff CPD administration, liaising with Headteacher to plan and communicate training
- Liaising with HR/ER, conducting return-to-work interviews and managing contractor relationships
- Supporting safeguarding by contributing to a culture that promotes the welfare and safety of pupils

The Successful candidate will:

- Have experience in office administration, ideally with school experience and familiarity with FMS, SIMS, ParentPay, Myconcern and Microsoft Office (Word, Excel, PowerPoint)
- Skilled in financial administration and confident handling school funds, invoices and orders
- Accurate and trustworthy, with strong written and verbal communication skills and a commitment to confidentiality



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- Comfortable working independently, prioritising workload and using initiative when unexpected situations arise
- Knowledgeable about GDPR principles and committed to maintaining accurate records
- Committed to safeguarding pupils and able to support statutory duties in this area
- Able to build strong, respectful relationships with pupils, parents, colleagues and external partners
- Minimum qualifications: GCSE (or equivalent) English and Maths grade A–C (or equivalent).

What we can offer the successful candidate:

- A friendly, supportive staff team and a welcoming Catholic community
- The opportunity to play a central role in school life and make a lasting impact on pupils' experience
- Ongoing training and development opportunities relevant to the role, including safeguarding and GDPR updates
- A chance to contribute to school improvement and work closely with senior leaders

To apply or for further information please contact: Mrs J Logue, Headteacher —
enquiry@stmgtmry.bham.sch.uk

Please submit your application addressing the responsibilities and person specification. Shortlisted candidates will be invited to interview and will be required to undertake safeguarding and employment checks in line with statutory guidance

Closing date: 9.00 am on Monday 8th June 2026

Shortlisting date: Monday 15th June 2026

Interviews week commencing: Monday 22nd June 2026

St Margaret Mary Primary School is committed to safeguarding and promoting the welfare of children. Appointment will be subject to satisfactory references, a DBS check and other pre-employment checks.

We look forward to receiving your application and welcoming a new member to our school family. ·



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