

## Moulton Chapel Primary School



working together, achieving  
together.

### **Some information about our School**

Moulton Chapel Primary is a local authority maintained rural primary school, housed in a mainly Victorian building with some additions and extensions. The site has a hard surface playground plus a large field area. There are 16 members of staff: teaching and support.

At the present time there are 74 pupils on roll. The pupils are grouped into three classes:

Maple Class:	Reception, Year 1 and Year 2	= 29
Monkey Puzzle Class:	Year 3 and Year 4	= 22
Oak Class:	Year 5 and Year 6	= 23

Many of the pupils live in Moulton Chapel but a number travel to our school from Cowbit and other surrounding villages.

The school has a strong family feel to it with all staff knowing all pupils and positive links with home are strived for to ensure we are all working together to get the best outcome for every child.

### **School leadership, management and administration**

Moulton Chapel Primary School has enjoyed continuity of staffing at all levels for many years with the present head teacher, Mrs Lisa Sexton, in post since 2009. Mrs Sexton currently has a teaching commitment of one day per week enabling her to devote four days to provide a high level of leadership on both the education and school management sides of the school.

The School has also enjoyed stability in the school office since the Government introduced Local Management of Schools in 1992 giving schools control of their own budgets for the first time. Previously budgets were held centrally by the Local Authority and school had limited day to day management of anything other than the education of pupils.

In 1988 the Local Authority allocated 5 hours "typing time" per week to school and the role of School Secretary was created and held continually by one member of staff enabling that person to grow with the job as Local Management of Schools evolved over a number of years and the role of School Secretary developed. From 2000 to 2002 the role was fulfilled by another employee before that lady moved on to pastures new. From 2002 until the present time Mrs

Mackenzie has provided all administrative and financial management services in the school office. So, over the past 33 years only three people have "done the job". Mrs Mackenzie will retire in July 2022 and it is now time to recruit to ensure school and head teacher continues to enjoy a high level of support from the office.

The work in the office is varied covering areas of:

- Communicating with the school community by email, telephone, letter and communication app.
- Maintaining pupil records on paper and electronically on web-based system including attendance records and movement of pupils' data.
- Recruitment of staff and related HR issues with the support of the Local Authority's HR/Payroll Team.
- Administration of school meal provision: collating pupil orders, communicating with supplier and receiving payment for paid meals.
- Organising school trips, residentials, open evenings etc.
- Ordering of goods and services and payment of invoices.
- Planning the annual budget in partnership with the head teacher and monitoring the school budget and grants to ensure the school is adequately resourced in human resources, supplies & services.
- Management of the School's school fund to include reconciling income and expenditure from the online payments system.
- Liaising with contractors and assisting in the negotiation of contracts.
- Assisting in the supervision of works and building projects.
- Assisting in the supervision of health and safety.
- Submitting returns to the Local Authority and Government as required, in particular the Census and School Workforce Census.
- Clerk to Governors (preparation of papers and minuting six evening meetings per academic year).

This list is not exhaustive!

It is proposed that School will recruit two new members of staff to provide the business administrative service for the school.

- Senior Administrator/Clerk to Governors      32.5 hours
- Finance Administrator                              10 hours

The finance administrator's main focus will be on the financial side of the job and will suit someone who is comfortable with management of budgets and forecasting. Both staff members will need proven administrative skills.

A small school only works well when everyone is willing to pull together and share roles when necessary.

Moulton Chapel Primary is looking forward to welcoming the new office staff into the team – and we hope you feel that you have the skills and experience required - and that you will submit an application for one of these vital roles within our school.

We look forward to hearing from you.