



Primary School Administrator and Wraparound Care Coordinator

Full Time

Term Time



OUR SCHOOL

Morrison's Academy is proudly the only all through independent day school in Perthshire, offering an outstanding education to boys and girls aged 2-18. The school is a community of pupils, parents, teaching and support staff who all have a special role in the shaping of our friendly, vibrant and caring school.

Situated in the vibrant community of Crieff, surrounded by stunning Perthshire countryside, Morrison's Academy has one of the most beautiful locations of any school in Britain. Within easy reach of the central belt, the stunning mountain scenery provides the backdrop for the school and offers outstanding locations for outdoor learning.

From 2-18, our pupils excel, and our long tradition of academic success continues today with a contemporary Scottish curriculum and a programme of independent, child-centered learning that builds emotional intelligence, creativity and life skills, and encourages every child to Strive for the Highest.

Inspiring teaching, consistently outstanding exam results, unique and progressive learning programmes and varied co-curricular activities foster team spirit and nurture individual talent.

Our school roll of approximately 520 young people and 115 staff are all active members of the surrounding communities and we all know and support one another, working together as a team to put pupils and parents first. We embody this culture in everything we do.

OUR COMMUNITY & CAMPUS

Our young people are a delight and the staff and governors are helpful and supportive. The Morrison's Academy family is friendly and progressive; we have high expectations of one another and the confidence to encourage innovation.

We are committed to the career-long professional learning of all our staff. Our programme of Performance Reviews and generous CPD budget promotes continuous improvement within and beyond the classroom, with plenty of scope for colleagues to pursue interests and specialisms.

The school's main campus is located in the centre of Crieff and comprises a mixture of historic (our magnificent original buildings date from 1860) and modern buildings.

We also have an off-site outdoor sports campus with all-weather flood-lit pitch, allowing for year-round matches and training.

Morrison's Academy is committed to ongoing development and modernisation.



Primary School Administrator and Wraparound Care Coordinator

ROLE

To assist with the day-to-day administrative requirements of the Primary School, providing efficient and welcoming administrative support to pupils, parents and staff. The postholder will also have responsibility for supervising Primary School pupils during lunchtime and for coordinating the school's after-school care facilities, ensuring that pupils are appropriately supervised and that the provision operates safely, efficiently and in accordance with school procedures.

The role requires a flexible, organised and approachable individual who is able to balance administrative responsibilities with direct pupil-facing duties and who will contribute positively to the smooth running of the Primary School.

QUALIFICATIONS

Essential

- Good IT skills,
- Excellent organisational skills and the ability to manage competing priorities.
- Strong written and verbal communication skills.
- Ability to work effectively as part of a team and to build positive relationships with pupils, parents and colleagues.
- Ability to exercise sound judgement and maintain confidentiality.
- A calm, patient and approachable manner.

Desirable

- Experience of working with children and an understanding of the importance of safeguarding and child protection would be beneficial.
- Experience of coordinating or supporting an after-school, wraparound care or childcare provision.
- First Aid qualification, or willingness to undertake appropriate training.
- Knowledge of school administration systems and procedures.



Principal Functions

Primary School Administration

- Provide efficient day-to-day administrative support to the Primary School
- Act as a welcoming and professional first point of contact for pupils, parents and visitors
- Respond to routine enquiries by telephone, email and in person, escalating matters where appropriate.
- Assist with the preparation and distribution of correspondence, notices, forms and other school communications.
- Maintain accurate pupil records, registers, lists and administrative documentation.
- Assist with attendance monitoring and follow up routine attendance matters as required.
- Maintain appropriate filing systems, ensuring that information is accurate, up to date and handled confidentially.
- Assist with the organisation of Primary School events, activities, trips and meetings.
- Support the ordering and monitoring of stationery, resources and other administrative supplies.
- Liaise with other school departments to ensure that information and administrative processes are coordinated effectively.
- Assist with the administration of pupil clubs, activities and other Primary School arrangements as required.

Principal Functions (cont.)

Pupil Supervision

- Supervise Primary School pupils during lunchtime, ensuring a safe, positive and inclusive environment.
- Monitor pupil wellbeing and report any concerns to the appropriate member of staff.
- Deal calmly and appropriately with minor incidents, conflicts or behavioural issues, following school procedures.
- Ensure pupils follow school expectations and safety procedures during break and lunchtime.
- Liaise with teaching staff and Primary School leadership regarding any relevant pupil concerns or incidents.
- Complete appropriate records or incident reports where required.

Principal Functions (cont.)

After School Care Coordination

- Coordinate the day-to-day operation of the school's after-school care provision.
- Ensure pupils attending after-school care are accurately registered and accounted for.
- Maintain accurate attendance and collection records.
- Ensure that children are released only to authorised adults and in accordance with school procedures.
- Organise appropriate activities and ensure that pupils are suitably supervised and engaged.
- Liaise with parents and carers regarding attendance, collection arrangements and routine enquiries.
- Communicate effectively with school staff regarding pupils attending after-school care.
- Ensure the after-school care environment is safe, welcoming and appropriately resourced.
- Monitor staffing, pupil numbers and operational requirements and raise any concerns with the appropriate manager.
- Ensure relevant safeguarding, health and safety and school procedures are followed at all times.
- Assist with the administration of bookings, cancellations and changes to after-school care arrangements.
- Maintain appropriate records relating to the provision, including attendance, collection and incident records.
- Support the ongoing development and effective operation of the school's wraparound care provision.

Principal Functions (cont.)

General Requirements

- Maintain confidentiality and handle sensitive pupil and family information with discretion.
- Ensure that school health and safety procedures are followed within areas of responsibility.
- Attend relevant safeguarding, first aid, health and safety and other training as required.
- Contribute positively to the ethos and values of the school.
- Work collaboratively with teaching, administrative and operational colleagues.
- Demonstrate flexibility in responding to the changing needs of the Primary School.
- Undertake other reasonable duties appropriate to the role and level of responsibility.
- Participate in relevant training and professional development.
- Maintain a high standard of professionalism, reliability and presentation at all time

This Role Specification is intended to convey a broad outline of the position and responsibilities of the Primary School Administrator and Wraparound Care Coordinator. It is not definitive and will be mutually reviewed and developed on an annual basis as the role evolves.

REPORTS TO

HR Operations Manager and the Head of Primary

HOURS OF WORK

The post holder is expected to work 35 hours per week during term time. These basic hours are normally worked between 10:00-18:00, Monday - Friday, with a one-hour unpaid lunch break

SALARY SCALE

Salary will be linked to the School's Operational Staff Salary Scale at a point commensurate with qualifications and experience

OTHER BENEFITS

A generous staff discount if your children attend Morrison's Academy; pension and additional payment should you participate in a co-curricular activity

HOW TO APPLY

Candidates should provide full details of their qualifications, skills and experience, submitting a CV, covering letter outlining their suitability for the role and application form by email to Human Resources at vacancies@morrisonacademy.org

CLOSING DATE FOR APPLICATIONS 07 October 2026



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