



School Administrator

This is a permanent, term time only role.

Start date: February 2025

Hours: 14 hours per week

Monday and Tuesday – 8:15am to 3:45pm

Grade: 4 SCP 7-11 FTE £25,584 - £27,269 (subject to pay body review)

(Actual Annual Salary from £8,078 - £8,610)

St Nicholas CoE Primary school is a small village school in Hurst with a nurturing ethos and a friendly, welcoming team. The school are looking to appoint an enthusiastic, conscientious and self-motivated person to join their friendly reception team. Experience specially within school administration would be advantageous, but is not essential for the right candidate with relevant office/reception experience.

The role involves:

- Undertaking day to day administration/receptionist tasks that ensure smooth operation of the school
- Meeting all visitors to the school and ensuring appropriate safeguarding arrangements
- Administer and coordinate a range of school events and activities
- Managing parent communications
- Coordinating First Aid across the school and acting as a first aider
- Collating and recording dinner numbers and liaising with the kitchen team
- Completing attendance records for pupils each day, following up any absent pupils in a timely manner and informing relevant parties.

The successful applicant should have:

- Excellent administration skills
- Good communication skills with an ability to communicate in various ways
- A friendly, positive and proactive approach to work
- The ability to work as part of a team
- A commitment to providing high quality administrative support that enables children to flourish
- Good telephone manner
- Good organisational skills – able to prioritise workload
- Tact, diplomacy, confidentiality and sensitivity
- Able to use Word, Excel and Outlook
- Be willing to administer first aid

We welcome and encourage visits to our school, to arrange a visit please email the HR Manager, Jodie Page, on hr@keysacademytrust.org or call the school office on 0118 934 0727. Application forms can be found on the school website <https://www.st-nicholas.wokingham.sch.uk/page/?title=Vacancies&pid=22>

Applications must be submitted by email with a letter of application to hr@keysacademytrust.org (No CVs).

Closing Date: 9am on Thursday 9 January 2025

Interviews: Wednesday 15 January 2025

Please note applications may be considered on receipt so please get your application in early.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service enhanced criminal records check.