



Admin Assistant

Fixed term contract to July 2025, 35 hours per week, term time only

Monday – Friday 8:30 am – 4:00 pm

Grade C, Salary Full time equivalent - £24,027 - £24,790, Actual salary £17,124 - £17,667

We are currently seeking an Admin Officer for John Rankin Schools, a vibrant and dynamic 3-form entry federation in the heart of the local community. With a clear vision of igniting passion, empowering learners and transforming the future, we are committed to providing an exceptional education to all of our pupils.

The successful candidate will have a passion for education and a strong commitment to the personal development of pupils. We are looking for candidates who are not afraid to make mistakes, who are committed to doing what is best for their children in their care. We firmly believe as Ken Robinson said, “Childhood is not a rehearsal,” therefore every single moment matters and we must get it right.

Are You?

- Committed to doing what you can to get it right for every child in our care?
 - Creative in the way you approach new challenges?
 - Courageous in your leadership?
 - Excited by research and learning new things?
 - Able to demonstrate composure through everything?
- Focused on your ‘why’ and able to think through the purpose of everything?
- Willing to incessantly model our school values, whilst always leading with integrity?
 - Ready to dance into school every day?

We can offer you:

- A creative and united team, willing to challenge the ‘status quo,’ who love working collaboratively across the year groups.
 - A focus on wellbeing and workload as policy
 - Development and research opportunities.
- The most supportive and wonderful community you could ask for.
 - A chance to laugh every day.
 - Music at the gates to get you in the dancing mood!

Please come in and see the school for yourself, we would love to show you around.

You may also look at our school website at: <https://johnrankinschools.com/> for further information about our school. A full job description and application form is available via our school’s website. <https://johnrankinschools.com/about-us/our-vacancies/> Once your application form is complete, please send to recruitment@jrs.w-berks.sch.uk by the deadline detailed below.

Closing Date: 9:00 a.m. Monday 20th January 2025

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All shortlisted candidates will be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Igniting Passion ● Empowering Learners ● Transforming the Future

Courage ● Creativity ● Curiosity ● Compassion ● Composure