

Admin Officer (Data & Curriculum)



Salary range – NJC pay scale, Scale 4 point 7-11 (£27,274 - £29,071)

Start date – January 2027

Hours – 37 hours per week, TTO + 2 days

Contract – Temporary position to cover a period of maternity leave

This post is 37 hours per week term time only + 2 days, actual salary range £23,641 - £25,757.

Are you ready to take the next step in your administrative career within a vibrant, welcoming and highly regarded school? We are looking to appoint a skilled, motivated and forward-thinking Administrative Officer on a temporary basis to provide maternity cover from January 2027. Joining our vibrant and fast-paced administration team, this is a fantastic opportunity to develop your experience and be part of a school on an exciting journey of improvement, where your contribution will make a real difference.

In this varied role, you will form part of the administration team and be part of day-to-day administrative tasks, however, will also work closely with the Deputy Headteacher to support the administration of timetabling, curriculum planning and student data input. You support in maintaining the school's Management Information System (MIS), ensuring accurate housekeeping and overseeing key elements of the quality assurance process. Your work will be central to the smooth running of academic operations and will offer valuable insight into the strategic side of school administration.

We are seeking someone with strong administrative experience, excellent attention to detail and the ability to manage multiple priorities with confidence. You'll need to be a team player with a flexible, solution-focused approach and a genuine interest in supporting the success of our students. While experience in a school setting is advantageous, it is not essential—we welcome applicants with transferable skills and a commitment to learning.

Reporting to the Office Manager & PA to the Headteacher, you will also play a key role in maintaining high standards of communication and professionalism across the school. Our ethos is rooted in high aspirations and a belief in the transformative power of education. While you do not need to be a practicing Christian, we ask that you are supportive of the Christian values that guide our school community.

Wolverley CE Secondary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check.

If you are keen to find out more about this wonderful opportunity, or to arrange a visit to the school, please contact Charlotte Wells by email on charlotte.wells@wolverley.worcs.sch.uk

The deadline for applications is Friday 13th November 2026, at 9am.

Interviews will take place w/c 16th November 2026.

We reserve the right to close this vacancy early should we receive a sufficient number of suitable applications. Early applications are therefore encouraged.