



The Ferns Primary Academy Admin Officer

Permanent contract

32.5 hours / 8.30am - 3.30pm / Term time plus INSET days

Salary: £23,088 - £24,024FTE (£18,226 - £18,965 actual salary) *depending on experience*

An exciting opportunity has arisen to become a valued member of our academy staff team.

Working in an academy office is very busy and challenging and we are seeking someone who is resilient, adaptable, with strong interpersonal skills and thrives in a child-focused environment. You will help the academy to run efficiently and make sure that our children are given the best education possible. In this position, you will be supporting the Head Teacher and the staff team to provide administrative support and a general welfare service to children.

We are looking for someone who can demonstrate the following personal skills and qualities:

- Has experience of working in a school environment, ideally in a school office;
- Has English and Maths GCSE at grade C or equivalent
- Is competent in use of IT;
- Has excellent communication skills, both oral and written;
- Can work as part of a team;
- Is sensitive to the needs of young children;
- Has a First Aid qualification or is willing to undertake training;
- Is punctual and very reliable with an excellent attendance record;
- Understands the need for professionalism and high levels of confidentiality at all times;
- Is able to interact well with all visitors to the school, both in person and on the telephone
- Can cope with the demands of a busy office and is able to multi-task

We Offer:

- Competitive salary & pension scheme
- Discounted Wrap around care, at relevant academies, if your child is a Kite Academy Pupil (Linked to contractual hours)
- A dedicated, friendly staff team, as well as Happy, motivated children
- Opportunities for Training & development in Key Skills
- An incredible range of employee benefits (including access to Perkbox)

Closing date for applications: 2nd September 2025

Interviews to be held: w/c 8th September

Early applications are recommended as suitable applicants may be interviewed sooner according to availability and the post filled prior to this date.

Please contact recruitment@kite.academy for further information or visit

<https://accesspeople.accesscloud.com/KiteAcademyRecruitment> to apply

The Kite Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced DBS check, satisfactory references and social media check. Applicants must hold the Right to work in the UK.