

DMAT  
Getting Better Never Stops



# ADMINISTRATION ASSISTANT

£25,583 (£22,040 pro rata)

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## OAK TREE PRIMARY SCHOOL



## Welcome from Oak Tree



**Oak Tree**  
Primary School

At DMAT & Oak Tree Primary, we believe in putting people first.

All children are entitled to an excellent education, and staff are our most important asset. Guided by our strong moral purpose, we serve our communities with integrity and collaboration is at the heart of everything we do. We are proud to have joined Durrington Multi Academy Trust in January 2025 and are enjoying being part of a successful team.

Oak Tree is a welcoming, happy school, where every member of the team plays a vital role in creating an environment where children can thrive. We value kindness, respect, and a shared commitment to doing what's best for our pupils, their families, and each other.

This role is key to the smooth running of the Oak Tree Primary School. As the first point of contact for parents, visitors, and staff, you will help to create a welcoming atmosphere while ensuring that day-to-day operations run efficiently. Your contribution will support the wider school community and make a meaningful difference to children's experiences every single day. This is a really exciting time to join Oak Tree Primary School. We have a new School Business Manager who line manages the office and a very experienced office team colleague. We are looking for someone to join us as we continue to develop our systems and processes, so this role represents a great opportunity to help shape our practice.

We are looking for someone who shares our values, brings a positive, professional approach, enjoys being busy and takes pride in their work. In return, you will be part of a supportive and dedicated team that recognises and values the important role you play.



# Who are DMAT?

## Our Trust



Durrington High School



The Laurels Primary School



Oak Tree Primary School



Ringmer Primary & Nursery School



Durrington Research School



The South Downs SCITT

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**Durrington Multi Academy Trust is a growing trust based in West Sussex. Founded in 2014, we are committed to investing in our staff and leaders so every child achieves success. The trust applies evidence informed approaches to all aspects of its work.**

## Contact

- ☎ 01903 705631
- ✉ [admin@dmat.education](mailto:admin@dmat.education)
- 🌐 [www.dmat.education](http://www.dmat.education)
- 👤 @dmateducation

# OUR SCHOOL

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Oak Tree Primary School is a happy, vibrant, inclusive and nurturing learning environment at the heart of its community. We have an experienced, dedicated staff who deliver an engaging and rich curriculum to ensure that all children are able to reach their full potential. From their beginnings with us in our Foundation Stage through to Year 6. Our rich and ambitious curriculum ensures that they are ready for the next steps in their learning. Our families, staff and governors work closely together and support personal growth and development so that our children are resilient, confident, respectful and kind.

Oak tree Primary School is proud to be part of the Durrington Multi Academy Trust (DMAT) which believes that every child has the right to an excellent education and the opportunity to achieve well, regardless of their starting point. As a team we have high expectations of success for our children.



# Why Choose Us?



## Our Philosophy

- Our moral purpose underpins all that we do: we serve our communities
- All children are entitled to an excellent education and it is our job to ensure this



**We have a sustained track record of school improvement and of recruiting and retaining excellent staff**



## Support and Guidance

- At DMAT, you are never alone. You will enjoy excellent support from Trust and other school colleagues
- We are passionate about our work, our schools and our pupils.

# STAFF BENEFITS

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Virtual Doctor Service – 24/7 GP access with online consultations from home or work.



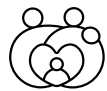
Counselling & Wellbeing Support – Confidential help when you need it.



Save money with discounts on food shopping, gyms, cinemas, holidays, and more from over 9,000 top brands.



Legal & Medical Advice Lines – Expert guidance at your fingertips.



Family Cover Included – Children under 18 at no extra cost.



High investment to develop our people



Free onsite parking

**DMAT STAFF HAVE  
ALREADY SAVED  
OVER £8,000 IN  
MEDICAL COSTS  
SINCE APRIL 2025**



# JOB DESCRIPTION

**ADMINISTRATION ASSISTANT £25,583 (£22,040 PRO RATA)**

**TERM TIME ONLY - 8AM - 4PM MONDAY - FRIDAY**

## CORE PURPOSE

To provide essential administrative support to ensure the smooth operation of the school's daily activities, acting as the first point of contact for visitors, managing office functions, maintaining pupil records, supporting communication between parents, staff, and the wider school community, and upholding the safeguarding and welfare of children, reporting directly to the School Business Manager.

## RECEPTION & FRONT OF HOUSE

- Greet parents, pupils, and visitors in a friendly and professional manner, ensuring all safeguarding procedures are followed.
- Answer phone calls, respond to emails, and direct queries to the right staff
- Maintain the entrance area and noticeboards so they are tidy and up to date.

## COMMUNICATION & LIAISON

- Act as the main point of contact between parents, teachers, and the wider school community.
- Liaise with the Senior Leadership Team, teachers, and external visitors such as music teachers, school nurse team, and social workers.
- Support communication with parents about events, trips, and other activities.

## ADMINISTRATION AND RECORD KEEPING

- Maintain accurate pupil records, including attendance, admissions, and leavers.
- Handle confidential information in line with data protection regulations.
- Prepare, edit, and distribute letters, reports, and other correspondence.

## ATTENDANCE & PUPIL SUPPORT

- Maintain morning registers and follow up on unexplained absences.
- Administer requests for term-time absences.
- Provide first aid support to pupils as required (training provided).

## EVENTS AND ACTIVITIES COORDINATION

- Manage the school calendar and schedule appointments, meetings, and events
- Organise and support trips, sporting events, and after-school clubs.
- Arrange school photographer visits and other special activities.

## OFFICE OPERATIONS & SUPPLIES

- Order and maintain office and classroom supplies.
- Administer lunch, milk, and fruit & veg schemes.
- Keep the yearly planner and office systems up to date.

# PERSON SPECIFICATION

## ADMINISTRATION ASSISTANT

These are the skills, experience, and personal qualities we require for our Administration Assistant role. We are seeking someone who is highly organised, approachable, and able to work confidently in a busy school environment. The successful candidate will demonstrate strong administrative and communication skills, a commitment to safeguarding, and a genuine interest in supporting pupils, staff, and the wider school community.

### QUALIFICATIONS & EXPERIENCE

- English and Maths GCSE (or equivalent qualification).
- Experience of working in a busy, high paced office environment
- Previous school based experience preferred but not essential

### SKILLS & KNOWLEDGE

- Highly organised, with excellent accuracy and strong attention to detail
- Excellent written & verbal communication skills with a clear, polite telephone manner
- Ability to work flexibly, independently and as part of a team
- Comfortable working under pressure and able to prioritise tasks and work to deadline
- Confident in using Excel, Word, Google Suite

### COMMUNITY & GOVERNANCE

- Brings a positive, friendly approach towards staff, children, parents and the school community
- Experience of working collaboratively with governing bodies and external partners
- Willing to be an active and engaged presence in the Burgess Hill community.

### PERSONAL QUALITIES

- Highly professional with a commitment to promoting the ethos and values of the school and getting the best outcome for all pupils
- To act with integrity, honesty, loyalty and fairness to safeguard assets, financial probity and reputation of the school
- Maintain a high level of confidentiality at all times
- Commitment to the values and ethos of Oak Tree Primary & DMAT.





# SAFEGUARDING

Durrington Multi Academy Trust is committed to the safeguarding and wellbeing of all our students and staff. It is a core expectation of every member of staff to safeguard the wellbeing of every child and young person within the Trust.

Staff are supported through regular training and are expected to adhere to the Trusts Safeguarding and Child Protection Policy at all times.

In addition to the statutory pre-employment checks, this appointment will be subject to an enhanced DBS check, a safeguarding background check and interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, religion, disability, sexual orientation and beliefs.

# HOW TO APPLY

Please apply using this [link](#) or by scanning the QR code below. Please upload a supporting statement (maximum of 2 A4 pages) to include:

- Why you want to work at Oak Tree Primary School
- How your skills and experience make you a strong candidate

If you have any questions or would like to visit the school, please contact Rachel Wright: [rwright@dmat.education](mailto:rwright@dmat.education)

**Closing date: 9am Friday 7<sup>th</sup> November 2025**  
**Interview dates: TBC**

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We reserve the right to close the advert early should we deem it necessary

