

Rudyard Kipling Primary School & Nursery,
Woodingdean, Brighton BN2 6RH
Headteacher: Euan Hanington
Where learning is an adventure!



Brighton & Hove

Full time Admin Assistant (Level B)

Admin Assistant – 32.5 hours per week, Monday – Friday, term time only

Salary: NJC Scale 4a - £27,254 -£27,694 (Pro Rata)

Weeks/Year – 45.05

Starting date: As soon as possible

The Governors of Rudyard Kipling Primary School and Nursery wish to appoint a friendly, highly motivated and efficient Admin Assistant. This post is to undertake and support with the day-to-day operational duties within the main school office focusing mainly of Admissions, Attendance and First Aid/Medical.

We are looking for a special person who:

- Has experience of working in a fast-paced environment and is able to work in a calm, friendly and professional manner
- Handles all information with the highest level of professional discretion, following GDPR and safeguarding protocols
- Has strong IT skills with good knowledge and understanding of relevant ICT packages (word, excel), experience of Arbor would be an advantage
- A good communicator with strong literacy skills and attention to detail
- Embraces a culture of continuous improvement, always wishing to develop your practice
- Recognises the importance of establishing positive relationships with children and staff but maintains confidential professional boundaries
- A strong team who is flexible and willing to adapt to on the day demands.

We can offer you:

- A supportive induction process
- Opportunities for you to develop your practice
- A friendly, dedicated and caring staff team
- Amazing children, who are proud and respectful of their school
- A lively, vibrant and fast paced and energetic environment

Our school is committed to inclusion and to safeguarding and promoting the welfare of children and young people. The school expects all staff and volunteers to share this commitment. **All appointments are subject to an enhanced DBS check.**

Please note that we do not accept a Curriculum Vitae as a form of application. The job pack and application form are available to download from <http://www.brighton-hove.gov.uk/content/jobs/council-jobs>. Alternatively, please email jamesstanley@kipling.brighton-hove.sch.uk.

We reserve the right to interview earlier than the date below should we receive a suitable application.

jobs.brighton-hove.gov.uk

Closing date: Thursday 4th June 2026 at 9am

Interview date: Thursday 11th June. (time TBC)

