



**Administrative Officer (Level 2)**  
**Zetland Primary School, Redcar**

Zetland Primary School is seeking to appoint a friendly, organised and efficient **Administrative Officer (Level 2)** to join our busy school office team.

**Grade:** B+ (SCP 4–5)

**Hours:** 28.75 hours per week

**Working Pattern:**

- Monday and Wednesday: 8.15am – 12.30pm
- Tuesday, Thursday and Friday: 8.15am – 3.45pm

**Actual Salary:** £16,618 – £16,881 (pro rata)

**Contract:** Term time only

Working under the guidance of senior staff, you will provide high-quality administrative and reception support, contributing to the smooth day-to-day running of the school. This is a key role with regular contact with pupils, staff, parents/carers and visitors.

**Key Responsibilities**

- Act as a first point of contact for the school, welcoming visitors and responding to telephone and face-to-face enquiries.
- Provide general administrative support including filing, photocopying, data entry, word processing and correspondence.
- Use the school's Management Information System (Arbor) to maintain pupil records and support attendance monitoring, including daily checks and follow-up of absences.
- Record and manage safeguarding and wellbeing concerns using CPOMS, in line with school procedures.
- Support the organisation of school events, trips and meetings.
- Assist with routine financial and resource administration, including processing orders and maintaining stock levels.

**The Successful Candidate Will Have**

- Experience of general administrative or clerical work.
- Good literacy, numeracy and ICT skills.
- The ability to manage data accurately and maintain confidentiality.
- Strong communication skills and the ability to build positive relationships with children and adults.
- A positive, flexible approach and the ability to work effectively as part of a team.
- Experience of working in a school environment and/or using Arbor or CPOMS is desirable, but training will be provided.

### **Safeguarding**

Zetland Primary School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to comply with all safeguarding, child protection and health and safety policies. An enhanced DBS check will be required.

**Application packs** are available from our school website, or you can collect a pack from the school office.

### **Zetland Primary School**

Redcar Lane, Redcar, TS10 3JL

Tel: 01642 484595

Email: [vacancies@zetland.org.uk](mailto:vacancies@zetland.org.uk)

### **Recruitment Timeline**

- **Closing date:** 13th February at 12.00pm
- **Shortlisting:** 13th February
- **Interviews:** Week commencing 16th February
- **Start date:** As soon as possible, subject to satisfactory clearance checks

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*This post is subject to satisfactory references and pre-employment checks.*