



**Northwood Community Primary School, Roughwood Drive,
Northwood, Kirkby, Merseyside L33 8XD**
Telephone: 0151 477 8630 Fax Number: 0151 477 8639
E-mail: northwood.primary@knowsley.gov.uk
Headteacher: Ms S Murphy

Administrator Level 2

PAY BAND E / SCP 7 - 11

£26,403 - £28,598 per annum pro rata

36 hours per week / 46 weeks per year [Term Time Only]

Actual Salary: £23,357 - £25,298 per annum

To commence 5th January 2026

The Governors of Northwood Community Primary School wish to appoint an enthusiastic and committed administrator to join our school administrative team. The successful candidate will work as part of a dedicated team of staff, committed to working within our friendly school environment.

You will have proven experience of working within a school administration team and be able to demonstrate the capacity to sustain and develop the current systems in our very busy reception area.

Key areas of responsibility will be:

- Reception duties
- Pupil Data (Arbor)
- Whole school communication
- Online payment operation
- Finance administration
- General administrative duties

The role also involves the use of Arbor, supporting the administration of school trips and supporting whole school administration when required.

Please submit applications to Simon Davies, School Business Manager: simondavies@ncps.co.uk.

Appointment is subject to a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and health clearance by the Local Authority Occupational Health provider.

Northwood Community Primary School is committed to safeguarding, to promoting the welfare of children and adhering to Equality for All. Copies of our Child Protection policy and our Employment of Ex-offenders policy are available on our website. This post is exempt from the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Applicants are reminded that it is offence to apply for a role involving regulated activity with children if you have been barred from doing so. Short-listed candidates will be subject to an on-line search of their name for information relevant to the recruitment process. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. Transgender applicants should be aware that the DBS Service now offers a sensitive applications route should you wish to have your previous gender identity kept confidential. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.

Closing Date: 15th December 2025 at 12 noon
Short-listing: Week commencing 15th December 2025
Interviews: Week commencing 15th December 2025
Start date: 5th January 2026

