

OFFICE ADMINISTRATOR



Bengeworth CE Academy, Burford Road, Evesham WR11 3HB

Salary: Scale 3 Points 5 - 6 (£23,596 - £23,971 per year)

37.5 hours per week (Mon – Fri, 8.15am – 4.15pm)

Term-time only, plus inset days and 5 days during school holidays

Required to start November 2026 or as soon as possible

We are looking to appoint an experienced, capable and efficient School Office Administrator to be part of our wonderful staff team. You should be up to date and proficient in all office skills, preferably with experience of working in a busy education environment. The successful candidate will undertake a range of office duties.

You will need;

- A relevant Level 3 qualification or above (or equivalent)
- Good knowledge of Microsoft Office including Word, Excel, Outlook and SharePoint
- Previous relevant experience
- Experience of using social media to communicate with parents / carers is desirable
- Ability to multi-task under pressure and work to deadlines
- Experience of school MIS (ie Arbor) and payment systems (ie ParentPay) is desirable
- First aid qualification, or willingness to undertake first aid training

Other necessary qualifications include confidentiality, being able to work as part of a team but also independently, and a willingness to support other members of staff. As a School Office Administrator, duties will include but are not limited to;

- Be first point of contact for parents / carers / visitors (including monitoring school gates)
- Provide support to staff and children
- Handle all incoming enquiries and relay messages promptly and accurately
- Oversee the smooth running of the office and reception area, including ensuring safeguarding procedures are being followed
- A range of administrative tasks including registers and absence monitoring, preparing letters to parents, maintain pupil records within the MIS, manage admissions, monitor trip payments, raise purchase orders, produce the weekly newsletter and place social media posts as required.

New Education Trust is committed to safeguarding children and promoting the welfare of all children and young people and expects all staff to share this commitment. References and online checks will be carried out on all shortlisted applicants, and successful candidates will be subject to an enhanced Disclosure and Barring Service (DBS) check.

We would encourage you to look at our website bengeworthacademy.org to find out more about our school and neweducationtrust.org to find out more about the Trust.

To apply for this position, please download and fully complete a MAT application form from the Vacancies section of our website, neweducationtrust.org/work-with-us/vacancies and return via email to vacancies@neweducationtrust.org before the closing date.

Closing Date: 9am Friday 23rd October 2026

Interviews: Monday 2nd November 2026