

## Office Administrator

Pay Range: **Grade C (SCP 3 - 4)**

Hours: **25 hours per week, term time plus one week and two Inset Days**

Approximate starting salary (subject to national pay increase): **£24,027 (FTE) £12,965 (actual)**

Deadline: **8.00am, Tuesday 8<sup>th</sup> July 2025**

Start Date: **1<sup>st</sup> September 2025, or as soon as possible thereafter**

We are seeking an exceptional candidate with the energy, passion and creativity to work as an Office Administrator as part of the Admin Team in our thriving All-Through school. We are ideally looking for someone who can work five hours a day throughout the week, but this is flexible, as are the exact working times each day. This is predominantly a term time only position, although attendance at two Inset Days is required. An additional week of work during the school holidays is also needed, in order to ensure the successful on-boarding of any newly appointed staff for the start of term, but during the holidays these hours can be worked flexibly and from home where appropriate.

CFS is a vibrant, collaborative and forward-thinking school for 4-16 year olds, where the personal development of our pupils is just as important as the academic curriculum. Our values of 'nurture, challenge and inspire' influence everything we do as a school, and genuinely permeate all areas of school life. If you are a strong practitioner who shares our values and ideals, we strongly encourage you to find out more about CFS via a visit to the school or through our school website [www.chichesterfreeschool.org.uk](http://www.chichesterfreeschool.org.uk).

Ideally, the successful candidate will have previous school experience, and will be committed to embracing the unique and special environment and opportunities of working in an All-Through school.

CFS follows national pay scales and the starting point within the range listed will be agreed on appointment with the successful candidate.

## The School

CFS is now entering its second decade and is fully established in our state-of-the-art facilities on the Carmelite Convent Site in the south of Chichester. Our PAN is 60 in Primary, and 120 in Secondary; in almost all year groups we are oversubscribed with waiting lists. Due to demand, we have a bulge intake of Year 7 who started in September 2023, with over 150 pupils currently on roll in this year group, with a similar sized cohort joining Secondary in September 2025.

The School joined Sussex Learning Trust in September 2023 – a move that we personally initiated through the desire to collaborate with a like-minded family of schools. The Trust is currently small and based in Haywards Heath; CFS are well placed to launch a new Western Region of the Trust, which is really exciting.

As a Free School, we are the same as any other academy; we are both held and hold ourselves to the same exacting and rigorous standards as all state-funded schools. We follow the national curriculum, and are proud of our ambitious, inclusive and varied curriculum offer. Our pupils engage with SATs and GCSE assessments. In May 2024 we received a very strong fully graded Ofsted Inspection – we were graded at least a strong Good in all areas and Outstanding in Personal Development. As a school we are now striving for excellence in all areas, and to achieve above average outcomes in both phases.

CFS is open to pupils of all abilities. We take part in the West Sussex County Council (WSCC) admissions process. As a school we benefit from longer holidays, specifically at October half term, Christmas and during the summer.

## Our Values and Vision



At CFS, we create a safe, inclusive, environment through our **culture of kindness** where we **nurture**, **challenge** and **inspire** all learners.

Our team of passionate educators, working with our **community**, offer a broad range of **opportunities** and **experiences through cultural capital**, alongside **excellent**, evidence based, teaching.

As a result, our young people develop a **love of learning** and are empowered to achieve accelerated **academic progress**, to find personal fulfilment and to become **resilient**, responsible **global citizens**.

## The Role

The Office Administrator provides comprehensive administrative support across various functions, including recruitment management, staff attendance and record management, and finance administration. This role ensures efficient communication between the school and its stakeholders, contributing to the smooth and effective operation of the school's day-to-day activities.

### Key Responsibilities:

- **Recruitment:** Being the in-house lead for recruitment, including posting adverts, monitoring applications and organising of interviews. Supporting the central People Team with the on boarding of new staff, including overseeing the gathering and completion pre-employment checks.
- **Staff Attendance and Records Management:** Support the Trust's People Team in maintaining staff attendance, managing leave requests, and ensuring compliance with absence documentation.
- **Finance Administration:** Supporting the Finance team with processing income and expenditure, for example posting invoices, capturing and processing parent payments. Processing orders and monitoring goods received.
- **General Administrative Support:** Provide general administrative support, including filing, photocopying, and managing documentation. Maintain accurate staff records in compliance with GDPR, and input into the Single Central Register. Ensure activities follow safeguarding and confidentiality protocols. General administrative support to the leadership team as needed. Whilst we have dedicated Reception Administrators, the Office Administrator will be expected to also cover Reception on occasion.

## The Team

The successful candidate would become part of our large, passionate and highly skilled Admin Team, some of whom have been at CFS since it first opened. Each member of the team has clearly defined responsibilities that they lead on, such as Marketing, Admissions, SIMS management and Finance, but they also work collectively and flexibly to ensure the smooth running of the school. The Admin Team are highly valued by all stakeholders at CFS, and you would be joining a happy, productive and supportive environment.

## Person Specification

We are seeking to appoint a highly organised, enthusiastic and motivated Office Administrator who will have a flexible attitude towards work. Recognition of the confidentiality of the role is key, as is the ability to communicate effectively with pupils, staff, parents and visitors to the school.

The ideal candidate must be well organised, with the ability to work using their own initiative, and an effective team member reporting to the Executive Assistant. This person will demonstrate a calm, positive attitude with the ability to multitask within an extremely busy school office environment. Previous school experience would be preferred but all applications will be considered.

### Essential:

- Previous experience in an administrative or reception role, ideally within a school or educational environment.
- Excellent verbal and written communication skills, with the ability to interact professionally with staff, parents, and visitors.
- Strong organisational skills with the ability to manage multiple tasks and priorities in a busy environment.
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- High level of accuracy and attention to detail in managing records and handling administrative tasks.

### Desirable:

- Experience with financial processes such as invoicing, purchase orders, and petty cash reconciliation.
- Experience with school management systems.
- Understanding of staff attendance, leave requests, and absence management.
- Knowledge of safeguarding policies and procedures within a school environment.

### Personal Attributes:

- A friendly, professional, and approachable manner when interacting with staff, students, parents, and visitors.
- Ability to work collaboratively with colleagues and contribute to a positive and supportive team environment.
- Strong problem-solving skills and the ability to respond to unexpected situations in a calm and efficient manner.
- A skilled and competent professional who is enthusiastic and totally committed to the ethos CFS.
- Have an up-to-date awareness of current issues and challenges in education.
- Possess drive, expertise and enthusiasm.
- Possess an optimistic and resilient style when faced with pressure.

All staff at CFS commit to fully contributing to the ethos and life of the School in and outside the classroom.

CFS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Executive Principal'. The successful applicant must obtain List 99 clearance and DBS clearance at enhanced level.

## The Recruitment Process

For further information and an informal discussion about this post, please do not hesitate to contact us via [people@chichesterfreeschool.org.uk](mailto:people@chichesterfreeschool.org.uk) or on 01243 792690.

Candidates should complete an application form and supporting statement addressing the criteria presented in the role description and person specification. Completed applications should be sent to [people@chichesterfreeschool.org.uk](mailto:people@chichesterfreeschool.org.uk) by 8.00am Tuesday 8<sup>th</sup> July 2025.

Early applications are encouraged, and we reserve the right to interview and appoint prior to this deadline.

A formal contract will be issued once the successful applicant has been appointed. It will be offered subject to a Disclosure and Barring Service (DBS, formerly CRB) check.