



Proud to be Primrose Lane

School Office Administrator
Temporary in the first instance

Candidate Information Pack

Closing date: Friday 6th November

Short Listing: Monday 9th November

Interviews: Thursday 12th November



We are Proud to be Primrose Lane

Job Details

Pay scale: B1 point 4-6 (£25,185- £25,989)

Term time only

Contract Type: Temporary in the first instance

Start Date: As soon as possible

Part – Time - 16 hours a week

(Tues – Friday 8.45am – 12.45pm)

Application Closing Date: Friday 6th November

Shortlisting Date: Monday 9th November

Interview Date: Thursday 12th November

Join Primrose Lane, where kindness, ambition and honesty shape the future

Are you organised, friendly and confident working in a busy school office?

We are seeking an organised and proactive Admin Assistant to join our office team and support our new School Business Manager in developing efficient, reliable office systems. You will help keep the school running smoothly by managing daily administration, welcoming visitors, maintaining records and supporting communications with parents and staff.

About Primrose Lane

Primrose Lane is a one form entry community primary school with 160 children aged 3-11. Our school is close to the centre of Boston Spa, an attractive rural village located on the outskirts of Leeds. Primrose Lane is proud of its reputation as a caring and successful school focused on learning and individual achievement.

We are a nurturing and inclusive school, providing a broad and balanced curriculum to ensure all children within our care develop a love of learning and can make progress, no matter their background or special educational need.

Primrose Lane is a warm, ambitious primary school where staff and pupils are proud to belong. Following a successful Ofsted inspection in September 2026, the school was recognised for its strong culture and the clear systems and processes we have developed for teaching and learning. We work hard to ensure every pupil receives high-quality, inclusive teaching tailored to their needs.

Partnership working

Primrose Lane currently works closely with Roundhay School, an Outstanding school in North Leeds. This purposeful collaboration supports alignment of teaching practice with the latest educational research and Ofsted expectations and fosters a culture of continuous improvement so every child is supported and challenged to reach their potential.

About the role

As School Office Administrator you will be a calm, welcoming first point of contact for parents, pupils, staff and visitors and an essential part of the school's day-to-day functioning. Working alongside the School Business Manager and Headteacher, your responsibilities will include:

- Providing professional reception and telephone duties in a courteous, calm manner
- Maintaining accurate electronic and paper records and filing systems
- Managing the school diary, arranging appointments and supporting communications
- Assisting with payroll records, staff time/attendance sheets and liaison with the BSC team
- Supporting financial procedures such as raising purchase orders and controlling stationery stocks
- Using and updating school systems and websites (Word, Excel, databases, mail merge)
- Helping to prepare school returns and contributing to administrative projects and events
- Managing GDPR

This role is subject to an enhanced DBS check.

Our ideal candidate

You will be someone who genuinely enjoys helping others and thrives in a varied administrative role. We are seeking a candidate who can demonstrate:

- Strong, friendly communication skills and confidence dealing with a wide range of people
- Good IT skills (Microsoft Office, databases) and accurate data entry
- Good numeracy and literacy skills. Experience following financial procedures is desirable
- The ability to prioritise tasks, work with initiative as part of a small team
- An understanding of school attendance
- A calm, professional approach and commitment to confidentiality, safeguarding and equality
- A willingness to learn, attend relevant training and support school improvement

Experience of school admin or working in a customer-facing environment is desirable. NVQ Level 3 or equivalent and experience extracting data from databases are advantageous but not essential.

What we offer

- A friendly school which staff and pupils are proud to be a part of
- A chance to work closely with a passionate leadership team dedicated to making a real difference in children's lives
- Opportunities to contribute to school development and to broaden your skills
- Professional development and training to support your role and growth
- A role that is varied, rewarding, and impactful
- The satisfaction of making a real difference to pupils, families and colleagues

Application details

- Salary: B1
- Contract: Part-time, term-time (temporary in the first instance)
- Closing date: 9th November
- To apply: please complete and submit an application form. CVs will not be accepted
- Submit to: Lara Bailey baileyl@primroselane.leeds.sch.uk

Primrose Lane is committed to safeguarding and promoting the welfare of children. This post is subject to an enhanced DBS check. We welcome applications from candidates of all backgrounds and encourage early application.

We look forward to receiving your application.



JOB DESCRIPTION
Admin Assistant

Date: October 2025

Grade: B1 (point 4-6)

Conditions Of service NJC

Responsible To: School Business Manager & Headteacher

Responsible For:

Special Conditions of Service: This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Purpose: To support the Office Manager by undertaking high quality administrative, financial and organisational processes, as required. Contributing to the planning and development of support services. Ensuring the smooth running of the office.

Responsibilities

1. To use clerical time efficiently and to ensure the smooth running of the office, maintaining up to date computer-based and manual filing systems
2. To support the Office Manager in updating and managing the administration network
3. To operate relevant ICT packages, eg word, excel, publisher, databases, spreadsheets, internet, mail merge
4. To assist in the development of the school website in respect of updating information and importing/exporting data
5. To provide general clerical/administrative support, including duplicating/photocopying, other reprographics, completing standard forms, responding to routine correspondence
6. Act as the first point of contact for a wide variety of people including parents and carers, pupils, staff and visitors – both in person and on the telephone, in a courteous, professional, calm and friendly manner
7. To maintain the school diary, arrange appointments, deal with enquiries in a friendly, efficient and approachable manner
8. To distribute both internal and external mail
9. To assist in the organisation and booking of visits and events
10. To assist the Office Manager in dealing with correspondence, records and enquiries
11. To assist in processing time/attendance sheets and maintain records for all staff, including completion of payroll information and liaison with the BSC Team
12. To use the financial accounting systems, procedures and organisation in order to assist the Officer Manager, in the operation of the financial procedures
13. Raise orders for goods and services on internal requisition, as directed by the Officer Manager
14. To control the issue of stationery and maintain stationary stocks
15. To attend relevant meetings and in-service training and seek to further extend skills, knowledge and experience in order to develop personal effectiveness in the role

16. Prepare statistical returns, eg annual census
17. Ensure that electronic and paper-based records are kept updated
18. Be aware of and comply with all policies and procedures, eg child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person
19. Contribute to the overall ethos/work/aims of the school

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post, commensurate with the job evaluation for this post.

PERSON SPECIFICATION

Admin Assistant

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment will be through one or more of the following: Application Form, Test, Interview, and Certificate

Skills Required

- Able to communicate effectively with a wide range of people
- Able to input/ retrieve information from databases
- Able to process documentation using Word
- Able to accurately enter/retrieve data information from information systems
- Able to work flexibly as part of a team and show initiative
- Able to prioritise work to meet conflicting deadlines
- Able to demonstrate good numeracy and literacy skills
- To display a responsible and co-operative attitude to working towards the achievement of the school's aims and objectives

Knowledge Required

- Of general office procedures and practice
- Of relevant financial regulations to carry out financial transactions

Experience Required

- Of dealing with queries from a wide range of people
- Of working in partnership with others to deliver work to set deadlines
- Of providing customer focussed services
- Of participating in teams and working on own initiative
- In the use of the Microsoft package

Behavioural and other Characteristics required

- Committed to continuous improvement
- Ability to understand and observe the School and Leeds City Council Equal Opportunities Policy
- To carry out all duties having regard to an employee's responsibility under Health & Safety Policies
- Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development

DESIRABLE REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Skills Required

N/A

Knowledge Required

NVQ Level 3 or equivalent

Qualifications demonstrating ability in numeracy and literacy

Experience Required

Of extracting and analysing data from information databases

Behavioural & other Characteristics required

N/A