



Office Administrator Vacancy

**Would you like to be part of our friendly school office team?
Can you help to deliver a happy, positive and efficient administrative service to our school?**

We are seeking to appoint an organised, motivated and dedicated Office Administrator with previous school office experience, to provide a high level of administrative support to join our hardworking office team within a friendly and inclusive church academy.

The Office Administrator will provide a warm, friendly welcome to pupils, parents and visitors working alongside the office team.

The duties of the role will include:

- Act as first point of call for pupils, parents and visitors at reception
- Sign in visitors according to the schools safeguarding policy
- Dealing with a variety of enquiries face to face, over the telephone and via email
- Assist with SEN administration duties, including maintaining electronic pupil records, producing reports, assist SENCo with referrals, maintain care plans and medication forms.
- Work in conjunction with the office team to deliver an effective admissions process
- Responsible for pupil, medical related, risk assessments
- Carry out first aid and administer medicines
- Attendance administration: telephone calls, messages, letters
- Preparing letters to be sent to parents

This role requires excellent communication skills, including a good command of spoken and written English across a range of stakeholders.

The successful candidate will be highly organised and be able to multi-task, work under pressure and prioritise work in a busy office environment. The ability to work using their own initiative and be an effective team member is essential. Prior experience of working in a school environment and with school systems, such as Arbor, SAMs, is essential.

We can offer you a friendly, supportive school and opportunities for professional development as well as a caring Christian community and fabulous children

This is a permanent, full-time post with hours of 8am to 4pm Monday to Friday, term time only, plus one week. Part time (mornings) will be considered for the right candidate.

You will be paid on the Single Status pay scale Grade 5 (scale point 12-13) £25,989 to £26,402 pro rata, per annum (Actual salary £23,026 - £23,392).

If you would like further information about our school please visit our website, www.stlens.org. If you would like to arrange a school visit or have any questions, please email Melissa Davey our Business Manager at mdavey@stlens.org

Completed application forms should be returned by email to mdavey@stlens.org. Please note, we do not accept CVs.

**Closing date for applications – Friday 26th September 2025 @ 9am
(early applications welcomed)**

Interviews – To be arranged

Start date – As soon as possible (upon receipt of satisfactory references and completed DBS check)



In accordance with current GDPR compliance we will not keep any details / application forms on file once the position is filled.

Safeguarding

This post is covered by the Childcare Disqualification Regulations 2018. The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision.

Accordingly, shortlisted candidates will be required to demonstrate to the Trust, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations. If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau). For further information about what is required in this process please go to www.gov.uk/disclosure-barring-service-check (<http://www.gov.uk/disclosure-barring-service-check>).

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

Additional Information

Work Permits: we may be able to obtain a Work Permit for this post, but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System. Due to the restrictions, we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.