



**Job Title:** Primary Administrator

**Salary:** Actual Salary £21,146 - £23,287  
(Grade D)

**Hours:** 35 hours per week for 39 weeks  
per year, permanent term time  
only (Monday – Friday)

**Start Date: As soon as possible**

At Marine Academy Primary, we live by the motto: Work Hard, Be Kind, and Amazing Things Will Happen.

We are looking for a highly organised, proactive and people-focused Business Administrator to join our welcoming school community. This is an exciting opportunity to be a vital part of our administrative operations, supporting staff, students and families.

**Key Responsibilities:**

- Coordinate an efficient and friendly administration service
- Manage our Pre-School invoicing and allocations
- Support areas such as attendance, student services, behaviour, and curriculum
- Be the first point of contact for students, parents/carers, and visitors
- Arrange and support meetings, training sessions, and school events
- Produce professional communications and maintain accurate records
- Actively uphold and promote safeguarding best practice

**What We Offer:**

- A positive and supportive team environment
- Professional development and growth opportunities through our Growing Great People model
- The chance to make a real difference in the lives of children and their families
- A culture that values kindness, teamwork and continuous improvement
- Whether you're an experienced administrator or someone looking to grow their career in education, we want to hear from you.

To apply and for further information on each of our positions please go to  
[https://ce0218li.webitrent.com/ce0218li\\_webrecruitment/wrd/run/ETREC179GF.open?WVID=002975IVaQ](https://ce0218li.webitrent.com/ce0218li_webrecruitment/wrd/run/ETREC179GF.open?WVID=002975IVaQ)

For an Informal conversation about the role please contact: MAP Recruitment at [recruitment@marineacademy.org.uk](mailto:recruitment@marineacademy.org.uk)

<b>Closing date</b>	Friday 16 <sup>th</sup> May	<b>Interview date</b>	ASAP
	2025 at 08:00am		

*The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a number of safeguarding checks including an enhanced DBS check.*

We are part of the Ted Wragg Trust, an **ambitious** and **inclusive** trust of schools **strengthening our communities** through **excellent education**.