



**We are a Caring, Celebratory,
Courageous, Christ-inspired
Community, rooted in love.**

School Administrative Assistant

Salary: £25,185 - £25,583 FTE

Contract: Part Time – 37 hours per week (Term time for 39 weeks, including training days)

Start Date: As soon as possible

We are seeking a dynamic and dedicated individual to join our school office team. The successful candidate will play a pivotal role in supporting the smooth running of the school by managing administrative tasks, supporting staff, pupils and parents, and ensuring effective communication throughout the school community. This is an exciting opportunity to make a significant impact on the day-to-day operations of our school and contribute to its continued success.

Main Responsibilities

The School Office Administrator, under the direction of the headteacher and deputy headteacher, will take a major role in:

- Provide a welcoming, professional front-of-house service to pupils, staff, parents and visitors
- Manage incoming communications via telephone, email, and post, ensuring prompt and efficient responses
- Handle confidential information with discretion and in line with data protection regulations
- Plan and co-ordinate events within the school diary and calendar
- Support the preparation and distribution of school communications, newsletters and notices
- Maintain accurate school records, including pupil data and attendance registers
- Assist with the administration of school trips, events and activities
- Assist with the organisation of Pupil Progress Consultation meetings and Termly Progress Reports
- Prepare book labels for the children's learning books
- Support the Headteacher and other staff with general administrative duties as required
- Ensure office supplies are well-stocked and order replacements as needed
- Liaise with external agencies, suppliers and contractors where appropriate
- Contribute to a positive and collaborative office environment
- Carry out other additional reasonable management requests

Person Specification	
Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"> ▪ GCSEs (or equivalent) in English and Maths (Grade C/4 or above) ▪ Evidence of further professional development in administration or office support (desirable)
Experience	<ul style="list-style-type: none"> ▪ Previous experience in an administrative role, preferably within a school or educational setting ▪ Experience of using office IT systems (e.g. Microsoft Office, SIMS, Arbor or equivalent school management software) ▪ Experience of dealing with members of the public and/ or external stakeholders
Skills and knowledge	<ul style="list-style-type: none"> ▪ Excellent interpersonal skills ▪ Excellent verbal and written communication skills ▪ Strong organisational and time management abilities ▪ The ability to always exercise discretion and confidentiality ▪ Excellent IT skills ▪ Proficient Microsoft Office Suite (Word, Excel, Outlook, etc.) ▪ The ability to prioritise workloads and meet deadlines ▪ Good understanding of data protection and safeguarding requirements in schools
Personal Qualities	<ul style="list-style-type: none"> ▪ Friendly, approachable and professional manner ▪ Commitment to teamwork and supporting colleagues ▪ Attention to detail and accuracy ▪ Discretion and integrity, particularly when handling sensitive information ▪ Flexible, proactive and adaptable approach to changing needs ▪ Have good attendance and punctuality ▪ Be positive and proactive ▪ Be able to accommodate changes in priorities ▪ Be able to anticipate workload and plan ahead accordingly ▪ Be able to develop effective relationships with parents and other stakeholders ▪ The ability and willingness to work as part of a team for the good of the school ▪ Confidently and calmly deal with a range of situations, employing diplomacy and confidentiality ▪ Always act in the best interests of the school and adhere to school policy ▪ A commitment to equal opportunities for all ▪ A willingness to uphold the ethos of our Church of England school

Please note: This job description may be amended at any time in consultation with the postholder.

Safeguarding

Brackley CofE Junior School (Brackley, NN13) is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory completion of safeguarding checks and a 6-month probationary period.

Brackley C of E Junior School (Brackley, NN13) is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Advert

Are you a positive and organised individual looking to make a real difference in a caring school community? Brackley C of E Junior School is seeking a dynamic and dedicated School Office Administrator to join our friendly team.

About the Role:

As our School Office Administrator, you will be at the heart of our school, providing vital administrative support to staff, pupils and families. You will play a key role in ensuring the smooth day-to-day running of the school, supporting communication and helping us deliver our vision of 'Life in all its fullness' for each and every child.

What We Offer:

- A welcoming, supportive team committed to making a difference
- Opportunities for professional development and training
- A positive, inclusive environment where every contribution is valued
- The chance to be part of a school where children and families are at the centre of everything we do

Key Responsibilities:

- Provide a friendly and efficient reception and administrative service
- Support staff, pupils and parents with a wide range of queries
- Maintain accurate records and assist with school events
- Contribute to the smooth running and success of the school

What We're Looking For:

- Excellent communication and organisation skills
- Previous experience in administration, ideally in a school setting
- A commitment to confidentiality, safeguarding and upholding our school values and ethos

How to Apply

Visits to the school are warmly welcomed so please contact the school office to arrange a tour on 01280 707060.

Please submit your application form and supporting letter of no more than two sides of A4, to Mrs Sam Nyali, our school Bursar, via email bursar@bjs.northants-ecl.gov.uk by 5pm on Friday 20th February. Interviews are scheduled to take place on Tuesday 3rd March.

Join our caring community in making a difference!