

Fox Federation



Ashburnham



Avondale Park



Avonmore



Fox



Park Walk



St Anne's
Nursery

Job Advert

School Administrative Officer at Park Walk Primary School and Seedlings Nursery

Salary Scale: Grade D Scale 5, Spine Point 12 to 15

Term time only 5 days a week, 36 hours per week Monday to Friday during term time

Pro rata salary £30,659 (SP12) with annual increments to £32,026 (SP15)

Required from: as soon as possible

Closing Date: Friday 26th June 2026 - *Early applications are encouraged as shortlisting and interviews will be held on a rolling basis.*

Please apply online via

<https://teaching-vacancies.service.gov.uk/jobs/school-administrative-officer-park-walk-primary-school>

If you have any questions or would like a discussion regarding the role, please email

Michelle.foster@foxprimary.co.uk

Interview Date: Week beginning 29th June 2026

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School Administrative Officer at Park Walk Primary School and Seedlings Nursery

Are you an organised, proactive and highly professional administrator looking to make a real difference in a busy and vibrant school environment?

We are seeking an exceptional Administrative Officer to join our welcoming team at Park Walk Primary School, part of the Fox Federation. This is an exciting opportunity for someone who thrives in a fast-paced environment, enjoys variety in their role and is passionate about supporting children, families and staff.

We are looking for a reliable and enthusiastic all-rounder who can confidently support the daily operations of a primary school whilst building strong relationships with parents, staff and the wider community. The successful candidate will play a key role in ensuring the smooth running of the school office and will gain valuable experience across a wide range of school business and operational functions.

About the Role

The Administrative Officer will support the school across a broad range of areas including:

- Front of house and reception duties
- Parent communication and engagement
- Safeguarding administration
- Admissions and pupil records

- Attendance support
- Data handling and confidentiality
- General school administration
- Supporting trips, events and school communications
- Maintaining accurate systems and records
- Working closely with leaders, teachers and the wider federation office team

This is a fantastic opportunity for someone looking to develop a long-term career within school administration, operations or school business management.

We Are Looking For Someone Who:

- Is highly organised, efficient and dependable
- Has excellent communication and interpersonal skills
- Remains calm under pressure and can manage competing priorities
- Has strong attention to detail and accuracy
- Is warm, professional and approachable with parents and visitors
- Understands the importance of confidentiality and safeguarding
- Is confident using IT systems including Microsoft Office and school databases
- Works well independently and as part of a team
- Is flexible, willing to learn and keen to grow professionally
- Has a genuine commitment to supporting children and schools

Previous school experience is desirable but not essential for the right candidate with transferable administrative skills and the right attitude.

We are committed to building a diverse team and strongly encourage applications from underrepresented groups such as people from minority ethnic backgrounds, LGBTQ+ people and people with disabilities.

What the team say about Fox Federation:

Fantastic schools. Great staff. Supportive leadership team. Amazing children.

A genuine educational family, providing a community beyond our gates. A network of schools, committed to providing the best education for children whilst creating a safe and happy place for them.

It is incredible to be surrounded by so many competent, hard-working, passionate people - so committed to delivering fantastic education opportunities to our pupils.

Management are always available to speak with, unbelievably approachable and create time to listen and come up with solutions.

It is run in an extremely compassionate, supportive and nurturing manner for both staff and pupils, and I really do feel that the wellbeing of the whole community is at the heart of the school's ethos.

A place of supportive colleagues who are constantly striving to improve what we do for our children and families.

A shared vision of always going the extra mile to support and care for the families in our community.

It is somewhere that has nurtured my career, but also a place where I have met friends that I know will be friends for life.

The Fox Federation is an incredible support network of teachers and staff working together to ensure children's education is kept at the highest possible standard.

What else do we offer?

- An experienced Leadership Team with a shared vision working in partnership across the federation.
- Hard-working leaders who strive to ensure that both pupils and staff enjoy coming to school.
- We are passionate about supporting our staff in their career development and success through care and guidance.
- A working environment that values wellbeing and supports work-life balance.
- Vibrant, multicultural and inclusive city schools that have positive, diverse communities and a determination that all children will succeed.
- Performance management and coaching to support career progression.
- A relaxed, fun working environment where all adults are equally valued and supported.

Visits are warmly encouraged and looking at our website is highly recommended to get a feel for our schools.

The schools and their local authorities are committed to safeguarding and promoting the welfare of children and young people and expect you to share this commitment. An enhanced Criminal Records Bureau Certificate is required for this post prior to commencement.

Fox Federation



JOB DESCRIPTION

School Administrative Officer at Park Walk Primary School and Seedlings Nursery

Responsible To: School Leadership Team

Purpose of the Role:

To provide high-quality administrative and operational support to ensure the smooth and efficient running of the school office and wider school functions.

The postholder will act as a key point of contact for parents, pupils, staff and visitors whilst maintaining high standards of professionalism, organisation and confidentiality.

Key Responsibilities

Administration & Office Support

- Provide general administrative support to the school
- Manage telephone, email and face-to-face enquiries professionally
- Maintain accurate filing systems and school records
- Support diary management, meetings and school events

- Assist with school communications including letters, newsletters and notices
- Order supplies and support administrative processes

Front of House & Parent Engagement

- Act as a welcoming first point of contact for visitors and families
- Build positive relationships with parents and carers
- Respond to queries efficiently and sensitively
- Support pupil sign in/out procedures and visitor management

Safeguarding Administration

- Support safeguarding processes and maintain confidential records
- Ensure safeguarding documentation is accurate and up to date
- Assist with monitoring and recording safeguarding checks
- Maintain confidentiality in line with school policies and procedures

Admissions & Pupil Data

- Support admissions processes and pupil onboarding
- Maintain accurate pupil records and databases
- Assist with attendance monitoring and follow-up
- Ensure data is handled securely and in line with GDPR requirements

Operational Support

- Assist with school trips, clubs and events administration
- Support wider operational and compliance processes where required
- Work collaboratively with federation teams and colleagues across schools
- Undertake other reasonable duties appropriate to the role

Person Specification

Essential

- Excellent organisational and administrative skills
- Strong written and verbal communication
- Professional and approachable manner
- Ability to prioritise workload effectively
- Strong IT skills

- High level of accuracy and attention to detail
- Ability to maintain confidentiality
- Commitment to safeguarding and promoting the welfare of children
- Ability to work flexibly within a busy school environment

Desirable

- Previous experience working in a school or education setting
 - Knowledge of safeguarding procedures
 - Experience using school systems such as Arbor or SIMS
 - Understanding of attendance and admissions processes
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Safeguarding Statement

The Fox Federation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check, online checks and satisfactory references.