



 Pickhurst Academy
Pickhurst Lane, West Wickham, Kent, BR4 0HL

 Tel: 020 8462 5867

 office@pickhurst.com

 www.pickhurst.com

School Office Administrator

Pickhurst Academy

(Part of Chancery Education Trust)

About the Role

Pickhurst Academy is seeking an enthusiastic and efficient **School Office Administrator** to join our friendly and hardworking office team.

Our academy is a vibrant, four-form entry junior school located in West Wickham, in the London Borough of Bromley. We pride ourselves on being a welcoming community where every child is valued. With beautiful, spacious grounds and a strong commitment to outdoor learning, our environment supports curiosity, independence, and creativity.

We are looking for a committed and adaptable team player with a positive disposition and a “can-do” attitude — someone who can maintain a high standard of work while offering a warm and professional welcome to everyone who walks through our doors.

Key Responsibilities

- Provide efficient administrative support to staff, parents, and visitors.
- Maintain accurate records, systems, and databases in line with Trust and school processes.
- Communicate effectively with parents, staff, and external agencies, both verbally and in writing.
- Support the day-to-day running of the school office and wider administrative functions.
- Use a range of IT systems confidently and accurately.
- Uphold confidentiality, professionalism, and excellent customer service at all times.
- **Be alert to safeguarding concerns and follow school procedures to ensure children’s safety.**
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Key Requirements

- Friendly, approachable, and able to work well under pressure.
- Strong organisational skills with the ability to prioritise tasks effectively.
- Excellent written and verbal communication skills.
- Confident user of IT systems, with strong attention to detail.
- A proactive attitude and willingness to learn.
- Previous school office experience is desirable, but not essential.
- **Commitment to safeguarding and keeping children safe in education.**

Executive Headteacher: Mrs A Rampton
Pickhurst Academy is part of Chancery Education Trust

A charitable company limited by guarantee registered in England: Company Number 07671255

Pickhurst Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.





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Working with Chancery Education Trust

As a valued member of Chancery Education Trust, you will enjoy a range of opportunities and benefits designed to support your wellbeing, professional development, and work–life balance:

- **Professional Development & Career Progression**
Access to a wide range of training opportunities, bespoke continuing professional development (CPD), and pathways for career progression across the Trust.
- **Supportive, Collaborative Culture**
Work with colleagues who value teamwork, innovation, and shared best practice across all academies.
- **Employee Assistance Programme (EAP)**
A free, confidential 24/7 service providing counselling, advice, and wellbeing support.
- **Private Healthcare**
Available after one year of continuous service, with enrolment each 31 May.
- **Cycle Share Scheme**
Affordable bike hire or purchase through a salary sacrifice arrangement.

If you are keen to make a positive contribution to school life and join a forward-thinking, caring Multi-Academy Trust, we would be delighted to hear from you.

How to Apply

Visits to the Academy are warmly welcomed.

To arrange a visit or find out more, please contact:
Mrs Shelley Floyd
0208 462 5867
HR@cetrust.com

To apply, please download an application form from:

www.chanceryeducation.com

Applications are also available on the London Borough of Bromley website.
Completed applications should be returned to HR@cetrust.com.

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Key Information

Phase: Primary – Junior School

Academy/School: Pickhurst Academy (*Part of Chancery Education Trust*)

Position: School Office Administrator (CET A1–A3)

Hours: 35 hours per week

Weeks: 39 (*Term time plus inset days*)

Salary: £19,632 to £22,585 actual per annum (*FTE £23,607 to £27,158*)

Contract: Permanent

Working Pattern: 8.00am to 16.00pm

Start Date: As soon as possible

Interview Date: To be confirmed

Closing Date: 31/05/2026

Early applications are encouraged, as we may interview and appoint before the closing date.

Our Commitment

Chancery Education Trust is committed to providing an inclusive environment that offers equality of opportunity and freedom from discrimination. We believe every pupil and member of staff should have the opportunity to fulfil their potential, whatever their background or circumstances.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and all required vetting under Keeping Children Safe in Education.

Staff must be aware of their role within the wider safeguarding system, share information appropriately, and take prompt action when concerns arise.

By applying for this role, you consent to Pickhurst Academy storing your information in accordance with GDPR.

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