



Advert: Senior Administrative Assistant

School: The District CE Primary School

Position: Senior Administrative Assistant

Reporting to: Headteacher/School Business Manager

Hours: 37 hours per week - Term Time Only + 2 weeks

Salary: Grade 5 SCP 17-24 £27,367.28 - £31,654.36 (actual salary)

About the Role

The District CE Primary School is seeking to appoint an efficient, highly organised, and adaptable Senior Administrative Assistant to join our dedicated school office team.

As the welcoming face of our school, you will provide an effective reception service to staff, pupils, and visitors, ensuring all queries are dealt with promptly and professionally. This varied role balances front-of-house reception duties with essential backend school operations, including school data management, financial administration, and extended services coordination.

The ideal candidate will be a proactive team player with excellent IT and communication skills, capable of managing multiple priorities in a bustling environment.

Key Responsibilities

- Reception & Customer Service: Greeting visitors, handling telephone calls, managing mail, and ensuring robust site safeguarding procedures.
- Admissions & Data: Processing Nursery (2s and 3s) admissions and funding, managing attendance tracking (first-day response), and preparing the school Census.
- Finance & Administration: Processing orders and invoices using SAGE, managing parent contracts/payments for Breakfast and Afterschool clubs, administering the School Fund (Friends of District), and overseeing Free School Meals (FSM)/dinner money accounts.
- Office Coordination: Supervising, supporting and guiding administrative assistants, liaising with on-site contractors, and maintaining efficient digital and manual filing systems.
- Pupil Welfare: Providing basic first aid and administering medication in line with school policy.

What We Offer

- A supportive, collaborative, and friendly working environment.
- Opportunities for continuous professional development and training.
- The chance to make a real difference in our vibrant school community.

How to Apply

Please complete an application form and equal opportunities form and return via email to vacancies@remat.org.uk.

- Closing Date: **5th August 2026 at 9am** Interview Date: **12th August 2026**



The District CE Primary School is dedicated to safeguarding and promoting the welfare of children, expecting all staff to share this commitment. The successful candidate will undergo comprehensive pre-employment vetting in line with 'Keeping Children Safe in Education', including an enhanced DBS check with a barred list check and an online search.

We proudly celebrate the diversity of our community and welcome applications from all backgrounds, regardless of race, religion, gender identity, sexual orientation, disability, or age. Our recruitment process is designed to be fair and transparent; if you require any reasonable adjustments to participate in the application or interview stage, please contact the school office to discuss your needs.