WEBHEATH ACADEMY PRIMARY SCHOOL

Job Advert – Office Administrator

Office Administrator

Start date: as soon as possible

Salary: SCP 3 Currently £25,614 – FTE (Actual £11,214.39)

Hours: 18.75 hours per week 8.30am to 3.15pm Wednesday to Friday, 39 weeks per year (38 weeks term time plus 1 week TED)

Contract: Part-time fixed term until 31st July 2027

Webheath Academy Primary School is a highly successful two-form entry primary school serving the community in Webheath, situated in Redditch, Worcestershire.

We are a good school (OFSTED June 2025). Webheath is a school where everyone works hard as a team to deliver the best possible education and outcomes for our children.

Main Purpose of the Role

An opportunity has arisen to join our team as an Office Administrator to provide efficient, effective and professional administrative support to ensure the smooth day-to-day running of the school. The postholder will act as a key point of contact for pupils, parents, staff, governors and external agencies, supporting the school's operational, organisational and administrative functions.

In return we have an amazing and supportive staff team, a welcoming community and well-behaved children. Shires Trust is committed to ensuring our family of schools is a great place to work. Training is available to support aspects of the role.

Key Responsibilities and Duties

Organisation

- Act as the first point of contact for visitors, parents, staff and external agencies, ensuring a welcoming and professional reception service.
- Manage the school's main communication channels, including telephone, email and postal correspondence.
- Maintain accurate pupil, staff and school records in accordance with data protection requirements.
- Assist with the preparation and distribution of school communications, newsletters and notices.
- Support attendance monitoring processes.

Administration

- Maintain and update pupil records using the school's Management Information System (MIS).
- Produce correspondence, forms, letters and other documentation as required.

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- Maintain confidential pupil files in accordance with statutory requirements.
- Support the administration of school trips, clubs and extracurricular activities.
- Assist with the collection, recording and reporting of attendance data.
- Ensure compliance with school policies, procedures and statutory requirements relating to record keeping and confidentiality.
- Photocopying, scanning and laminating.
- Receive, sort and distribute incoming deliveries, children's belongings and lost property, ensuring prompt and accurate handling.

General Responsibilities

- Work in compliance with the Trust's Code of Conduct and policies of the Trust, having regard to safeguarding, equal opportunities, and inclusion at all times.
- Support continuous improvement in both personal performance and the work of the team.
- Adhere to safe working practises in premises / work areas for which you are responsible.
- Ensure that quality of work is of a high standard and complies with current legislation / standards.
- Provide a professional and positive role model in terms of personal presentation, timekeeping and behaviour.
- Take responsibility for personal professional development, participating in appraisal processes and working towards targets as agreed with the line manager and Headteacher.

The details provided in this job description are to give an indication of the nature of the role, additional duties may also be requested of the successful applicant.

The successful candidate will play a key role in day to day running of our happy and successful school.

To apply for this role please request an application form by emailing office@waps.shiresmat.org.uk.

Closing date for applications is Tuesday 17th November at 9am.

Interviews will be held Thursday 19th November 2026.

Please note we reserve the right to close this advert early should a suitable candidate be found, so please don't delay in submitting your application.

Shires Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. In accordance with our statutory obligations under Keeping Children Safe in Education 2022, Shires Multi Academy Trust is required to conduct an online search as part of our due diligence on appointed candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the Shires Multi Academy Trust might want to explore with you. The Trust is committed to the promotion of equal opportunities and diversity. Webheath Academy Primary School is a company limited by guarantee - Registered in England No. 0795909

Shires Multi Academy Trust

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