**OFFICE ADMINISTRATOR**

**1 x full time post up to 37 hours per week, permanent, term time only.**

**1x part time post 25 hours with some flexibility around hours and days worked, permanent, term time only.**

**Grade C3 £24,027 full time equivalent (actual starting salary £20,145.72 based on 37 hours per week or £13,611.97 based on 25 hours per week)**

We are seeking to appoint two highly organised, enthusiastic and motivated administrators to join our friendly and supportive team. The Office Administrator will have a flexible attitude towards work and recognition of the confidentiality of the role is key. The ability to communicate effectively with pupils, staff, parents and visitors to the school is also necessary.

The ideal candidate must be well organised, with the ability to work using their own initiative, and an effective team member reporting to the Office Manager. This person will demonstrate a calm, positive attitude with the ability to multitask within an extremely busy school office environment. Previous school experience would be preferred but all applications will be considered.

The post responsibilities will include:

* Monitoring attendance on a daily basis, ensuring accurate records are maintained
* Meeting and greeting visitors to the school, 'front of house', 'signing in' visitors
* Dealing with a variety of enquiries face to face, over the telephone and via email
* Undertaking typing, word processing and other ICT based tasks
* Assisting with the maintenance of school records via school MIS and producing reports and returns as required
* Supporting the administration of clubs and school trips
* Finance related administration such as posting invoices and processing parent payments
* Other duties commensurate with the post

**Closing date for applications: Friday 27th June 2025 9am**

**Intended date for interviews: w/c Monday 30th June 2025**

*We reserve the right to make an appointment before the closing date, so early applications are encouraged.*

Visits are strongly encouraged and can be arranged by contacting Mel Inman, Office Manager

Email: minman@billingshurstprimary.org.uk or telephone: [01403 782789](https://www.google.com/search?q=billingshhurdt+primary+phone+number&rlz=1C1GCEA_enGB1119GB1119&oq=billingshhurdt+primary+phone+number&gs_lcrp=EgZjaHJvbWUyBggAEEUYOTIJCAEQIRgKGKABMgcIAhAhGI8C0gEIOTY5OGowajeoAgCwAgA&sourceid=chrome&ie=UTF-8#).

Completed application forms should be returned by email to Mel Inman, minman@billingshurstprimary.org.uk

Billingshurst Primary Academy is part of the Sussex Learning Trust and is committed to safeguarding and promoting the welfare of children and young people and to the equality of opportunity. It expects all staff and volunteers to share this commitment. All applicants will be subject to a full disclosure and barring service check before appointment is confirmed, along with other relevant pre-employment checks which will include online searches relating to shortlisted candidates.