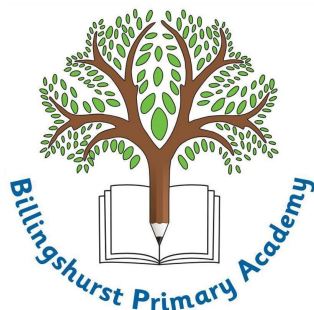




Billingshurst Primary Academy

Headteacher: Ms Marion Ley

Station Road, Billingshurst,
West Sussex RH14 9RE

Tel: 01403 782789

E-mail: office@billingshurstprimary.org.uk

Website: www.billingshurstprimary.org.uk

**Ambition
Belonging
Courage**

OFFICE ADMINISTRATOR

START DATE ASAP

25 hours per week. Hours per day are subject to flexibility with Monday, Wednesday and Thursdays as essential working days, permanent, term time only

Grade C3 £24,796 full time equivalent (actual starting salary £14,009.10)

We are seeking to appoint a highly organised, enthusiastic and motivated Administrator 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 5th December 2025 9am

Intended date for interviews: TBC

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.

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.