

School Admin Officer

Location: St John's Primary School

Salary: Grade N5, £30,023 – £32,046 per annum. Actual salary £25,779 - £27,516 per annum

Contract: Full-time, Permanent, Term Time Only

Hours: 37 hours per week (Flexible working arrangements considered, including compressed hours)

Start Date: As soon as possible

St John's Primary School is looking for an exceptionally organised, proactive, and welcoming School Admin Officer to join our dedicated front-office team.

At St John's Primary School, we are committed to providing a nurturing, ambitious, and inspiring learning environment where every child is supported to flourish. Strong relationships with our pupils, families, and wider community form the foundation of everything we do.

The Role

This is far more than a traditional desk role. As our Admin Officer, you will be the heartbeat of the school office and the primary face of St John's. You will frequently be the very first person our families, external professionals, and visitors meet or speak to.

Working in close partnership with the Headteacher and School Business Manager, you will ensure our administrative operations, communications, finances and daily routines run smoothly, efficiently, and with warmth.

We are looking for someone who:

- Is exceptionally organised and able to manage competing priorities in a busy environment.
- Has excellent communication and interpersonal skills, with a calm, friendly, and approachable manner with children, families, colleagues, and visitors.
- Has high attention to detail and takes pride in delivering accurate, high-quality work.
- Is confident using IT and school administration/management systems
- Is financially literate
- Can work independently, use their own initiative, and problem-solve effectively.
- Remains composed, positive, and resilient during peak office times.
- Understands the paramount importance of confidentiality, data protection, and safeguarding.

- Is reliable, flexible, and willing to contribute positively to the wider life and culture of the school.
- Shares our belief that every child matters and every family should feel valued and welcomed.

Previous experience of working in a school or educational setting is advantageous, but, above all, we are looking for the right person—someone with the skills, attitude, warmth, and commitment to become an integral part of our team.

What We Offer

- A supportive, friendly, and collaborative staff team where your work is valued.
- A school community that takes immense pride in pupil achievement, wellbeing, and community partnerships.
- **Flexible working opportunities:** We are committed to supporting a healthy work-life balance and welcome discussions around flexible working patterns, including compressed hours (e.g. 37 hours worked across 4 or 4.5 days), subject to meeting the operational needs of the school.
- Access to ongoing training and professional development.
- Local Government Pension Scheme (LGPS).

Safeguarding & Inclusivity

St John's Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS disclosure along with standard pre-employment checks, including verified references and right-to-work checks.

As a Disability Confident employer, we are committed to employing disabled people and people with health conditions, making reasonable adjustments to support applicants throughout the recruitment process.

Application Details

Application packs and forms are available from the School Business Manager, marie.bartley@stjohns.newcastle.sch.uk or from the school website www.stjohns.newcastle.sch.uk Completed application forms should be returned directly to the school.

- **Closing Date:** Monday 28th September at 12pm
- **Interview Date:** Monday 5th October