

Stedham Primary School

School Office Administrator

Are you looking for a role that will provide the opportunity to make a significant difference to the lives of young people? Are you driven to ensure that every child has the very best start to life? Are you wanting to be a part of a team who is in the heart of the community? We're looking to find a new Office Administrator here at Stedham Primary School.

The Office Administrator has overall responsibility of the daily administration of the school. Duties to include daily register checks, communication with parents, community and external agencies, administering first aid and close liaison with the Headteacher and School Business Manager.

Visits to the school are positively encouraged and can be arranged by contacting the school office.

Job details

Closing Date: Friday 17th July 2026

Interviews: Tuesday 21st July 2026

Start Date: 1st September 2026

Contract/Hours: Part-time - Term time only, with additional hours as required in school holidays.

Salary Type: NJC Support Staff Grade 4 (£24,790 – £25,584 FTE)

Salary Details: dependent upon experience

Hours of Work: 28 hours per week across 5 days.

The Offer

We are looking for someone who is:

- A positive and effective communicator, confident in liaising with colleagues, children, parents, governors and outside agencies
- Experienced in working in administration with good organisational and literacy skills
- Determined to ensure that we achieve our educational goals, supporting the values and aims of the head teacher and governing body
- Skilled at using IT and school management systems Able to maintain confidentiality at all times
- Able to provide a clear, enhanced DBS (which will be applied for if successful)

In return we can offer:

- lovely children and families
- a supportive and friendly working environment
- well-resourced and modern facilities
- inspirational learning environment
- supportive leadership team and Governors
- a commitment to your CPD
- employee discounts perks program

Safeguarding

The School Office Administrator will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Training will be provided.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the office manager will be required to undertake. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Should you wish to discuss the position prior to any application, please call the Headteacher on

01730813522 or email to head@stedham.w-sussex.sch.uk