

Office Administrator

Where Every Child Can Shine

This isn't just another Administrator Role

At Earley Springs, our office staff are much more than the people behind the desk. They play a vital role in creating a welcoming, organised and supportive school environment, helping our pupils, families and staff to thrive.

We believe that every child deserves an exceptional education. Although some of our children communicate and learn differently, we never lower our expectations. Instead, we adapt our practice, presume competence and continually strive to remove barriers so every child can flourish.

As an Administrator, you will be an important part of making this happen.

The Role

Working alongside the Headteacher, office team, teachers and wider multidisciplinary team, you will help ensure the smooth and effective running of the school.

You will be a welcoming and professional first point of contact for families, professionals and visitors, while supporting the day-to-day administration of the school.

Your role will involve a varied range of responsibilities, including maintaining accurate records, supporting communication with families and professionals, assisting with school systems and processes, and helping the wider team stay organised.

No two days are the same, but every day is an opportunity to make a genuine difference.

Who We're Looking For

We're looking for someone who is organised, approachable and dependable, with excellent attention to detail and a genuine desire to contribute to the life of our school.

You will be confident communicating with a wide range of people, able to manage competing priorities and comfortable working in a busy environment where things can change quickly.

You will understand the importance of confidentiality, accuracy and professionalism, particularly when working with sensitive information relating to children and families.

Above all, you will share our belief that every child can succeed when they are given the right support, opportunities and encouragement.

We're looking for someone who...

- believes every child deserves an ambitious education
- is organised, reliable and able to manage competing priorities
- has excellent attention to detail
- communicates warmly and professionally with families, colleagues and external professionals
- understands the importance of confidentiality and safeguarding
- is confident using IT and willing to learn new systems
- works collaboratively with colleagues and families
- is calm, approachable and able to adapt when priorities change
- is reflective, resilient and continually striving to improve
- wants to make a genuine difference every single day.

At Earley Springs you'll...

- be an important part of the smooth running of our school
- build positive relationships with children, families and professionals
- work alongside highly skilled teachers and specialist practitioners
- support a welcoming and inclusive school environment
- contribute to systems that help remove barriers for our pupils
- receive excellent training and professional development
- become part of a passionate, supportive and innovative team.

Above all...

We're not recruiting just a School Administrator.

We're building a team of professionals who believe that every child deserves the opportunity to shine.

If you're organised, compassionate and passionate about making a difference, we'd love to hear from you.

Earley Springs Safer Recruitment Statement

Earley Springs School is committed to safeguarding and promoting the welfare of children and young people. We expect every member of staff to share this commitment and to demonstrate this through their values, behaviours and professional practice.

The successful applicant will be required to satisfy all safer recruitment requirements in accordance with the latest *Keeping Children Safe in Education* guidance. This includes an Enhanced DBS check with Children's Barred List information (where applicable), verification of identity, right to work, online searches, health declaration and satisfactory references. Where appropriate, additional checks will be undertaken in line with statutory guidance.