

NORTH BRENT SCHOOL

Administrator

Join a growing, ambitious school where excellent systems help pupils and staff thrive.

Post	Administrator
Salary	NJC 4 Point 9
Actual salary	£27,254
Contract	Permanent, Term time only
Hours	8:30am-4:30pm
Start date	November 2026
Location	North Brent School, Wembley, London
Apply by	11 September 2026

The opportunity

North Brent School is seeking a highly organised, professional and welcoming Administrator to help ensure the smooth day-to-day running of our school office. You will often be the first point of contact for pupils, families, visitors and colleagues, so warmth, discretion and consistently high standards matter.

This is an important role in a rapidly growing school. Working with the school's operations team, you will provide accurate and responsive administrative support, manage competing priorities and help us develop clear, efficient systems as the school expands.

About North Brent School

North Brent School is an inclusive and ambitious secondary school within Wembley Multi-Academy Trust. Our mission is Achievement for All: household income or starting point should not determine a young person's future. We combine high expectations, strong relationships and a knowledge-rich curriculum so every pupil can succeed.

What you will do

- Provide a professional reception and telephone service, responding to enquiries and directing them appropriately.

- Carry out accurate general administration, including correspondence, records, data entry, filing, photocopying and meeting support.
- Maintain pupil and school information securely and accurately on relevant systems.
- Support attendance, admissions, educational visits, events and other operational processes as required.
- Communicate clearly and sensitively with pupils, parents, staff, visitors and external agencies.
- Support the school leadership team with administrative tasks.
- Contribute ideas that improve the efficiency and quality of the school's administrative systems.

What we are looking for

- Strong administrative experience; experience in a school or educational setting is highly desirable.
- Confident use of Microsoft Office, particularly Outlook, Word and Excel; experience of a school management information system is desirable but not essential.
- Excellent written and verbal communication, with the ability to produce accurate, professional correspondence.
- Strong organisation, attention to detail and the judgement to prioritise effectively in a busy environment.
- A calm, flexible and solutions-focused approach, including when handling sensitive or challenging situations.
- A clear commitment to safeguarding, confidentiality, equality and the values of North Brent School and Wembley Multi-Academy Trust.

Closing date: 11 September 2026.

Safeguarding

North Brent School and Wembley Multi-Academy Trust are committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to appropriate pre-employment checks, including an enhanced DBS check, satisfactory references and, where applicable, an online search as part of due diligence on shortlisted candidates.