

Yorkswood Primary School

Administrative Assistant (Grade 2)

Recruitment Advertisement

Required for: 2nd November 2026 (or sooner if possible)

Contract Type: Fixed-Term, Temporary until Wednesday 21st July 2027

(Please note: While this post is initially temporary to meet immediate operational needs, there is potential for the role to become permanent in the future, subject to ongoing budgetary approval, staffing reviews, and satisfactory performance).

Working Pattern: 37 hours per week, Term-Time Only (TTO)

- **Shift Pattern:** Monday to Thursday 8:00 AM – 4:00 PM, Friday 8:00 AM – 3:30 PM
(includes a daily 30-minute unpaid lunch break)
Salary Scale: Grade 2, £25,185 - £27,254 , e.g. Scale Points 4-9, £21,919.74 - £23,720.49 per annum, pro-rata
Closing Date: 12:00 Friday 18th September 2026

About this Role

Yorkswood Primary School is a vibrant, community-centered school on an ambitious journey of rapid transformation. For our children and their families, school is an essential community hub and a safe environment.

We are seeking to appoint an Administrative Assistant who will serve as the friendly face and central focal point of our school office. We are intentionally building a staff culture rooted in **professionalism, care, empathy, and mutual support**. We want a colleague who is ready to be an active part of a dedicated team that collaboratively keeps the best interests of our children at heart, while extending a supportive hand to our staff and families when needed.

Working closely under the guidance of our Senior Office Manager, you will deliver a welcoming, efficient front-of-house environment, filter enquiries appropriately, maintain school databases, and support pupil welfare as outlined in our **Admin Assistant JD and PS**.

What We Offer You:

- **A Culture of Care:** A deeply empathetic, supportive, and collaborative working environment where every team member is valued.
- **Professional Growth:** Supported pathways and development opportunities across the Robin Hood Multi Academy Trust in line with our MAT Professional Growth Policy.
- **Wellbeing Focus:** Access to comprehensive trust wellbeing initiatives, including a network of mental health first aiders and **one fully paid Staff Wellbeing Day per year**.

- **Living Wage:** Robin Hood MAT is a proud Living Wage employer.

Who We Are Looking For:

Based on our standard person specification, we are looking for:

- An approachable, professional individual with GCSE Grade A* - C in English (or equivalent).
- A candidate who demonstrates excellent spoken and written English, in compliance with Part 7 of the Immigration Act 2016.
- Someone with a natural ability to build relationships of trust with parents, children, visitors, and colleagues.
- Desirable experience using standard office software (Microsoft Office/Google Workspace) and managing school databases.
- A proactive team player who is flexible and ready to handle basic financial administration, GDPR compliance, and reception duties with high integrity.

We strongly encourage prospective candidates to visit our school and experience our culture first-hand before applying. To arrange a visit, please contact the school office on **0121 468 4351** or email enquiries@yorkswoodprimary.co.uk.

Safeguarding Statement

Robin Hood MAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, including those within our Central Team, to share this commitment and to maintain a vigilant and safe environment across all any of our academies.

This post is considered "regulated activity" (and involves regular access to our school sites) and is therefore subject to an Enhanced DBS check with a check of the Children's Barred List. It is an offence to apply for this role if you are barred from engaging in regulated activity.

All shortlisted candidates will be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

In line with the requirements of Keeping Children Safe in Education (KCSIE), we will conduct an online search on all shortlisted candidates as part of our due diligence process. We will discuss any information flagged during this process with the candidate during the interview stage before making a final recruitment decision.

The successful candidate will be subject to all necessary pre-employment checks, including an enhanced DBS; qualifications; medical fitness; identity and right to work.

Our Safeguarding and Child Protection Policy and Recruitment of Ex-Offenders Policy are available on our website. You are encouraged to read these policies prior to applying to work for us.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak

fluent and spoken English is an essential requirement for this role.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Note: I am an AI assistant. While I base this on current guidance, employment law is complex. Please verify this advice with your Trust's legal team or HR provider before taking formal action.