



Woodland
Academy Trust

Office Administrator

Applicant Information Pack



Knockhall
Primary School

Welcome from the Chief Executive Officer

Dear Applicant,

Thank you for expressing an interest in this role at Woodland Academy Trust. Woodland Academy Trust is a small but ambitious Trust that puts the children and community first. We are on an exciting journey to achieve the best possible outcomes and excellence for all.

To support us on our journey, we are welcoming applications from skilled and committed applicants who have vision, drive and ambition and would be keen to hear about your experiences and what skills you can bring to this role. We seek to attract staff who have a growth mindset, strong values and work ethic and care deeply about serving communities.

This is an exciting time to join Woodland Academy Trust as we further strengthen our school improvement offer across the Trust. You will benefit from working with a strong team, receive the very best professional development and have the opportunity to make a real difference to the daily learning experiences of our wonderful children.

We look forward to your application.

Yours faithfully,

Nav Sanghara, Trust Leader (CEO)



About our Trust

The Woodland Academy Trust was formed in September 2011 and currently consists of five primary schools, four of which are located in the London Borough of Bexley and one in Kent.

All our schools share the same mission; *ignite the spark, reveal the champion*. We are an inclusive and ambitious Trust, striving to achieve the best possible outcomes for our children. Our aim is to provide the highest quality learning experiences for every child by creating an ethical culture of empowerment and growth for all. We believe deeply in the importance of nurturing strong partnerships with our local communities and beyond.



AMBITION



COLLABORATION



COMPASSION

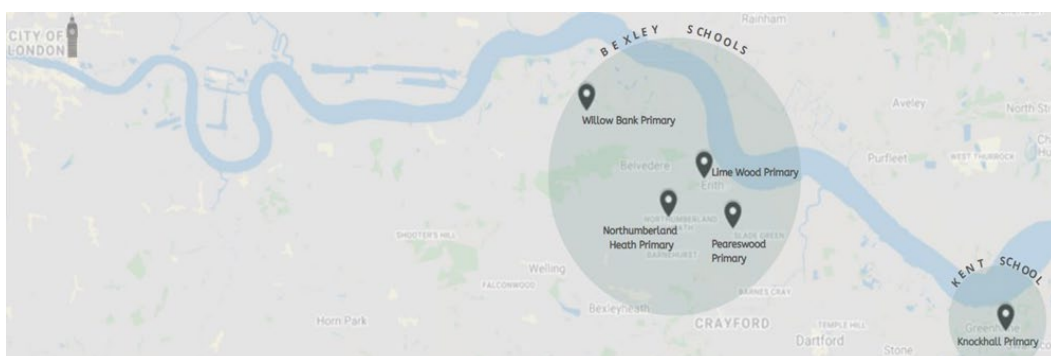


EXCELLENCE



INCLUSIVITY

Discover more about the Woodland Academy Trust by watching our video [here](#)



Welcome from the Headteacher

Thank you for your interest in joining our team at Knockhall Primary School.

At Knockhall Primary, we believe in fostering a community where kindness is at the core of everything we do. Our school is not just a place for academic growth; it is a place where we nurture compassion, empathy, and understanding. We are committed to creating an environment where every individual feels valued and respected.

Inclusion is a cornerstone of our educational philosophy. We celebrate the uniqueness of each student, recognising that our differences make us stronger as a community. Here, diversity is not just accepted; it is embraced. We strive to create a learning space where everyone feels seen, heard, and appreciated.

Our school is more than just a building; it is a community of learners, educators, and families working together towards a common goal- the success and well-being of our students. As we embark on this academic journey together, let us build bonds that go beyond the classroom. Let us create a sense of belonging that extends to every corner of our school.

I invite you to join us in cultivating a culture of kindness, promoting inclusion, and building a strong sense of community. Together, we can make Knockhall Primary School a place where everyone feels welcome, supported, and inspired to reach their full potential.

If you would like to find out more, or arrange a visit, please do not hesitate to get in touch. We'd love to hear from you.



Miss Yiannadji, Headteacher

About Our School

Knockhall Primary School is proud to be at the heart of the community in Greenhithe, Kent.

We are committed to our school values which are:

Teamwork-We work together as a team to help each other to achieve our goals by sharing ideas and helping one another.

Respect- We are kind and polite to everyone, listening to others, and treating each other the way we want to be treated.

Honesty- We always tell the truth and are truthful in what we say and do.

Ignite the spark, reveal the champion

Pride- We accomplish great things and the efforts we make in school help us to feel happy.

Embedding these values into everything we do enables our pupils to go on and have successful life experiences.

Get a glimpse into our school by watching our video- [Click here- Welcome to Knockhall Primary.](#)

To find out more about us, visit our website and follow us on social media to see what's happening in our school community.

www.knockhallprimaryschool.co.uk




Knockhall
Primary School



Knockhall Primary School



Knockhall Primary School

Follow us 



Knockhall Primary School



 www.knockhallprimaryschool.co.uk 

Knockhall Primary School,
Eynsford Road,
Greenhithe,
DA9 9RF

 01322 382053

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The Vacancy

Job title: Office Administrator

Status: Permanent

Hours: 36hours per week Mon – Thurs 8am -4:15pm Fri - 8am – 4pm

Working weeks per year: 39 weeks per year (Term time only)

Grade: KSC1-3 £26,956-£27,765 FTE (Pro Rata £22,963.67-£23,652.86)

Post Start Date: September 2026

Office Administrator Knockhall Primary School

Are you an organised, friendly and highly motivated administrator who thrives in a busy environment? Do you enjoy building positive relationships with children, families and colleagues while ensuring that everything behind the scenes runs smoothly?

At Knockhall Primary School, we are seeking an enthusiastic and professional **Office Administrator** to become the welcoming face of our school and play a key role in supporting our pupils, staff and wider community. As the first point of contact for visitors, parents and external agencies, you will help create a positive experience for everyone who interacts with our school while ensuring the efficient day-to-day operation of the school office.

This is a varied and rewarding role that requires excellent organisational skills, attention to detail and the ability to manage multiple priorities. Working closely with the School Business Manager and school leaders, you will support admissions, attendance, communications, financial administration and a wide range of school events and activities.

We are looking for someone who shares our commitment to providing exceptional service, values teamwork and understands the importance of safeguarding, confidentiality and professionalism within a school setting.

The successful candidate will:

- Be a welcoming and professional first point of contact for pupils, parents, visitors and external agencies.
- Manage reception duties, telephone calls, emails and face-to-face enquiries efficiently and courteously.
- Support pupil admissions, attendance, registration and the maintenance of accurate school records.
- Administer school information systems, including Arbor and other relevant databases.
- Process school orders, maintain administrative records and assist with financial administration processes.
- Organise and support key school events, including parents' evenings, trips and community activities.

Ignite the spark, reveal the champion

- Produce reports, correspondence and documentation to a high standard.
- Work closely with teaching and support staff to provide effective administrative support and contribute to pupil welfare.
- Demonstrate excellent organisational skills, accuracy and attention to detail while managing competing priorities.
- Use Microsoft Office applications confidently, including Word, Excel and Outlook.
- Communicate effectively with a wide range of stakeholders and build positive working relationships.
- Uphold the highest standards of professionalism, confidentiality and customer service.
- Promote and support the school's values, safeguarding responsibilities and commitment to equality, diversity and inclusion.

We offer:

- A welcoming and supportive school community.
- Friendly and dedicated colleagues who value teamwork and collaboration.
- Opportunities for professional development and career progression.
- A varied and rewarding role where no two days are the same.
- The opportunity to make a real difference to the lives of children and families.

Knockhall Primary School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced DBS clearance and satisfactory references.

Applications

Please apply by visiting our school website vacancies page at: **[Knockhall Primary School Vacancies](#)**

Or if you would prefer to complete a word application form, please contact the school via email at: **sbmkhp@watschools.org.uk**

Application Deadline: 25th June 2026

Interviews: 1st July 2026

Visits to the school are welcomed and can be organised by contacting the school at **sbmkhp@watschools.org.uk**

Our Offer

Woodland Academy Trust seek to appoint colleagues who share in our values and mission to ignite the spark and reveal the champion. We recognise that in order to offer the best outcomes for our children, our staff teams need the opportunity to be the very best they can be too. We do this by ensuring we have in place for all staff:

- Continuous professional learning focusing on core areas;
- Working collaboratively with agencies around us and offering formal training opportunities, bespoke and targeted professional development as well as in-house, bespoke training from our many experts and coaching and mentoring;
- Embedding initiatives to support with reducing teacher workload;
- A strong supportive ethos with dedicated line management structures and clear communication channels;
- Well-being assistance and support including a dedicated employee assistance helpline and occupational health;
- Opportunities to take part in exciting initiatives and projects that help shape the way our children will learn in the future;
- Wide range of family friendly policies in place for staff;
- Recognising national terms and conditions for staff;
- Teachers and Local Government pension schemes;
- Cycle to work schemes.

For more information about Woodland Academy Trust please visit: [Woodland Academy Trust](#).

Diversity & Inclusion

We strive to achieve a diverse workforce, fully representative of our diverse society and the ethnic make-up of the pupil population in the UK. People of colour are currently under-represented on our staff teams. We are keen to attract applications from a diverse pool of candidates and determined to be a fully inclusive employer, and a great workplace for people of ethnic minority heritage as well as white heritage.

Safeguarding Children and Young People

Woodland Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture. As part of our thorough recruitment process, in accordance with the DfE Keeping Children Safe in Education, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

Any information we come across will be handled confidentially and considered in a professional manner. Our aim is to better understand your qualifications and suitability for the role. If you have any concerns or questions about this process, please contact us for more information.

Our Commitment to Innovation in Recruitment

At Woodland Academy Trust, we are proud to be at the forefront of innovation in education- this includes how we recruit. We use AI-powered tools and digital platforms to support and streamline our recruitment processes. From anonymised shortlisting grids to data-informed candidate scoring, we ensure fairness, transparency, and efficiency at every stage.

As a Trust, we believe in human decision-making enhanced by smart technology. AI supports us in removing unconscious bias, improving turnaround times, and focusing more of our time on getting to know the people behind the applications. For further information, or to opt-out, please view the Privacy Statement on our website.

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Office Administrator
RESPONSIBLE TO	School Business Associate
SALARY	KSC1-3
HOURS	36 hours per week
ALL STAFF RESPONSIBILITIES	<ul style="list-style-type: none"> • To live our Trust values, demonstrating ambition, collaboration, compassion, excellence, and inclusivity in your everyday work life. • To value professional development and welcome any training opportunities to develop personal skills and knowledge • To agree to follow the school and Trust's policies and procedures.
MAIN PURPOSE OF THE ROLE	The main purpose of the role is to lead and co-ordinate all administrative functions of the school office to assist with the smooth running and success of the school. Your role is to be the first point of contact for all school enquiries and represent the school in a professional and efficient manner.

	<ul style="list-style-type: none"> • Undertake school reception duties, answering the telephone, responding to online enquiries, and dealing with face-to-face enquiries. • Be the face of the school, treating all stakeholders with care and respect. • To undertake a range of duties related to pupil admissions, registration, and attendance. • Ensure the security of the school by signing in all visitors, issuing passes, alerting staff to the arrival of a visitor, and signing out of visitors. • Receive and sort and distribute all mail, deliveries, and packages. • Support the organisation of school events such as parents' evenings, trips, and other events • Liaise with pupils, parents and staff to effectively organise and manage the administration process and procedures. • Provide advice and guidance to staff, pupils, and families. • To administer school dinner money management and debt control including identification of Free School Meals • Update Arbor on a regular basis. • Liaise with external school support agencies. • Process and record school orders on the finance administration system • Complete all general office admiration duties
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- Work in close contact with teaching staff in dealing with pupil welfare and providing administrative support.
- Deal with enquiries promptly and referring callers to correct members of staff.
- Provide reports and statistics when requested.
- Oversee Arbor pay or any other relevant information systems.
- To take part in school activities as required.
- To promote the school with the wider community.
- To engage in use of social media and the school website to attract and communicate professionally with stakeholders.
- Attend meetings, carry out administrative tasks and duties as specified by the school
- Implement the school's policy with regards to registration, student absence, dress code and enforce school rules relating to behaviour and health and safety
- Participate in full staff and departmental meetings and to contribute to the school decision making and consultation procedures
- Work in accordance with health and safety, data protection and safeguarding rules and regulations as set out by the school and academy Trust.

- This job description sets out the duties of the post at the time it was published.
- The hours and the job description may be modified depending on the needs of the school subject to consultation with the postholder.
- The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, within contracted working hours, without changing the general character of the duties or the level of responsibility entailed.
- The priorities for each year will be reviewed against this job description annually through performance management meetings.

Signed by employee: _____

Signed by Headteacher: _____

Date: _____

Please note that we are committed to safeguarding and promoting the welfare of our pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.

Ignite the spark, reveal the champion

Person Specification		
	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> GCSE point 9-1 in English and Maths (or equivalent). 	<ul style="list-style-type: none"> A qualification relevant to the role such as business administration A range of CPD experiences and achievements
Experience	<ul style="list-style-type: none"> Experience of administrative systems and ICT packages, including Microsoft Office. Experience of working with people in a busy office or reception environment. Excellent organisational and experience of multi-tasking The ability to fulfil all spoken aspects of the role with confidence. 	<ul style="list-style-type: none"> Experience working within an educational environment.
Knowledge and Skills	<ul style="list-style-type: none"> Proficient in the use of Microsoft Office applications including word, excel and outlook. Ability to relate well to both children and adults. Ability to type at least 40pwm and to be able to demonstrate good keyboard skills. Excellent interpersonal and communication skills (both verbal and written) and the ability to provide a welcoming first point of contact service for visitors, staff, and pupils. Ability to work within a busy environment dealing with a variety of duties and tight deadlines and to ensure priorities are organised efficiently. A keen eye for detail ensuring accuracy in all areas of work. 	<ul style="list-style-type: none"> Knowledge of Arbor Previous experience of cash management.
Personal Qualities	<ul style="list-style-type: none"> Be flexible in terms of occasionally working evenings in line with the school calendar. Not have a record indicating they are unsuitable to work with children and young people. A commitment to the highest standards A high level of self-motivation Well organised and an effective planner Empathy and compassion Able to remain calm under pressure and prioritise demands to meet deadlines. Able to communicate effectively at all levels and to use tact and patience. 	<ul style="list-style-type: none"> To be flexible in the range of duties and working pattern, to assist with the smooth running of the office, particularly in times of staff absence within the office.

	<ul style="list-style-type: none"> • Able to take a flexible and positive approach to change. • Willing to work as part of a team. • Professional and customer service orientated. • Able to maintain a high level of confidentiality and discretion at all times. 	
General Circumstances	<ul style="list-style-type: none"> • Understanding of safeguarding and its importance within an educational setting. • Awareness and understanding of equality and diversity. 	

