



Office Administrator Advert Band B



Office Administrator

Salary: Band B £28,598 - £34,434 (point 12-23) pro-rata term time only.

Actual salary: TBC

Role: 30 hours per week over 5 days, 7:45am – 1:45pm

Contract: Permanent

Start Date: September 2026

Closing Date: TBC

Interviews: TBC

We are looking for a school Office Administrator to join our friendly team to contribute towards a safe, happy and engaging office provision

You will:

- Share our commitment to the values and behaviours at Yorkmead School
- Have a commitment to safeguarding and promoting the welfare of children and young people
- Be willing to undergo appropriate checks, including enhanced DBS checks
- Be motivated to work with children and young people
- Have the ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Foster excellent working relationships with colleagues and families
- Be highly organised to maintain systems and office processes
- Be flexible and approachable in a busy day to day environment

About the role/Specific Responsibilities:

- Managing attendance procedure of all pupils
- Completing census return when required
- Assisting Senior Office Manager with admissions procedure
- Telephone and reception duties, including dealing with enquiries from parents and professionals
- Dealing with stationery stock for the school
- Maintaining a safe, orderly environment
- Undertaking administrative tasks including photocopying, filing, preparing information packs for parents and visitors and maintaining display areas
- Maintenance of files and pupil records
- Knowledge of Arbor to assist parents with payments etc
- Work as part of Yorkmead School team
- Safeguarding children and young people

In return you will receive:

- Support from Yorkmead School team
- Opportunity for further training



To apply:

- To apply for the position Office Administrator, please complete the application form on MyNewTerm via www.drbigitemat.org/jobs
- If you would like to discuss this role before submitting your application, please contact us via email or phone 0121 464 4215.

Safeguarding Statement

Please note: In line with Safer Recruitment Practice, a minimum of two references will be sought for shortlisted candidates prior to interview. One reference must be the candidate's current/most recent employer. The Trust is absolutely committed to safeguarding and promoting the welfare of children and adults through its safer recruitment processes. The Trust expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for this post.

We encourage all applicants to review our Safeguarding and Child Protection Policy, which outlines our commitment to the safety and wellbeing of students.

As part of our due diligence an online search will be carried out for all shortlisted candidates.

Rehabilitation of Offenders

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

This post is covered by Part 7 of the Immigration Act (2016). Therefore, the ability to speak fluent and spoken English is an essential requirement for this role.