



General Administration Officer

Penn Fields School, Wolverhampton

Salary: Grade 4 £26,403 - £28,142 (Annually FTE) Term time only, 35hrs per week, 44.85 weeks per year

Contract: Permanent

About Penn Fields School

Penn Fields School is an inclusive special school with a trauma-informed and relational approach. We prioritise connection, safety and belonging for all students. We are committed to safeguarding and promoting the welfare of children and young people.

The Role

A varied and rewarding role, supporting the School Business Manager, central services team and the SENCO with administration, organisation and finance tasks. As a key point of contact, you will embody the school's values in all interactions.

Key Responsibilities

- General administration across the school
- Maintain school calendar and records
- Communications and marketing support
- Finance administration under guidance of the School Business Manager
- EHCP administrative support and liaison with staff/families/professionals
- Support with events, workshops, reception cover and school trips

About You

- Organised, calm, and professional
- Strong IT and communication skills
- Able to manage a busy workload
- Compassionate and aligned with trauma-informed values
- Committed to safeguarding children and young people

How to Apply

Via My New Term

Closing date: Monday 16th March @ 8.00

Interviews: Week commencing 23rd March