

**Brill Church of England School**  
**A Diocese of Oxford Primary Academy**

The Firs, Brill, Aylesbury  
 Buckinghamshire HP18 9RY  
 Telephone: 01844 237710  
 Headteacher: Mrs Rebecca Smith



**School Administrator Advert**

Job Title	School Administrator
Term Time only?	Yes
Salary Type	Bucks Pay
Salary Details	Range 2 Point 14 - Range 3 Point 16 (pro rata, dependent on experience)
Contract Type	Fixed Term
Hours	Part time term time only, job share available for the right candidates
Closing Date	Wednesday 8 <sup>th</sup> July at 9am
Interviews to be held	Monday 13 <sup>th</sup> July

**Overview: Brill Admin Staff Wanted.**

Brill C of E School is a small and friendly village school at the heart of the community. We are seeking to recruit an experienced, versatile and enthusiastic School Administrator to join our friendly & happy team at Brill C of E School, a Stand-Alone Primary Academy from September 2025. This is a diverse and varied role reporting directly to the Headteacher. The ideal candidate will have school administrative experience, have effective time management and organisation skills and the ability to work under pressure to meet deadlines. It is essential that they have a warm and positive approach with all members of the school community, and an understanding of the need for confidentiality and sensitivity. We take pride in our school and our pupils are well-behaved, eager to learn, and a pleasure to be around.

This is a part time (x4 days) fixed term position available from 2<sup>nd</sup> Sept 2026, and a job share will be considered for the right candidates.  
 Salary: Bucks Pay Scale (dependent on experience).



**About the school:**

Brill Church of England School is a close-knit, friendly village school at the heart of its community. We take pride in our excellent academic results, positive pupil behaviour, and attitudes. Through exceptional teaching and an innovative approach, both inside the classroom and outdoors, we have developed an engaging and relevant curriculum. We cater to children from various backgrounds and with diverse needs, nurturing and encouraging them to reach their potential across all areas of the curriculum. We aim to serve our community by providing an education of the highest quality within the context of Christian values, belief and practice. We also welcome those of all religious denomination, and those with no religious beliefs.

Our dedicated and enthusiastic staff team seizes every opportunity to foster creativity and self-esteem. We strive to create a secure environment where everyone feels valued and supported, equipped with the skills and knowledge to achieve their fullest potential, in line with our motto; With the wind in our sails, we shall live life in all its fullness.

[www.brillschool.org.uk](http://www.brillschool.org.uk)

**About the role:**

If you are highly organised with a strong attention to detail and excellent interpersonal and communication skills then this is the perfect opportunity for you to make a genuine difference to all pupils at Brill! The role is part-time term-time only (job share considered for the right candidates). You will consistently work closely with the staff and the successful candidate will join the school in making further improvements to what is already an Ofsted rated 'Good' school.

We can offer you:

- Happy, motivated children eager to learn.
- A welcoming and nurturing school environment with supportive colleagues and parents.
- A whole school Christian ethos.
- A commitment to your ongoing professional development, with strong support from the School Senior Leadership Team and Governors.
- A degree of flexibility in working pattern.
- Wellbeing opportunities.

**About the candidate:**

We are looking for someone with the following skills and abilities:

Essential Requirements:

- Experience of using a school MIS system.
- Experience of using MS Office Suite.
- Effective time management, organisation skills and the ability to work under pressure to meet deadlines.

- A warm and positive approach with all members of the school community.
- An understanding of the need for confidentiality and sensitivity.

Desirable Skills:

- First Aid training.
- Experience and knowledge of Arbor MIS.

Other info:

Brill Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS (Disclosure and Barring Service) check and submit contact details / handles to facilitate checks on any social media presence. Any offer of employment is subject to satisfactory references. Visits to the school are encouraged and welcomed. To arrange a visit, please contact the School Administrator, Jo Stocks, on 01844 237710 or via email at [office@brillschool.org.uk](mailto:office@brillschool.org.uk) Please send completed application forms to the email address above.

Safeguarding statement:

We continue to take a whole school approach to safeguarding and it is the responsibility of all staff to report any concerns that they may have for the safety and/or welfare of any children with whom they have contact. This contact may be via e-mail, virtual teaching, through a phone call or directly with the child.