



Moorland Primary School & Nursery



Together we can...

Office Administrator

Everyone is welcome at Moorland ~ Come and join our dedicated and passionate team.

We are looking for someone who is ready for a new challenge and eager to make a meaningful difference across our whole school community. As the first welcoming point of contact for parents, carers, visitors and other stakeholders, you will play a vital role in ensuring the smooth and efficient running of our school office.

Moorland is proud to be part of the Campfire Education Trust, where we work collectively to close the achievement gap and provide the very best opportunities for every pupil.

An exciting opportunity has arisen for a highly organised, proactive and efficient Office Administrator to join our friendly team. Our office is at the heart of the school, providing essential support to staff, families and visitors. We are looking for someone who brings excellent spoken and written communication, professionalism, confidence and initiative, along with the creativity to contribute to our website, newsletters and wider school communications. A positive, solutions-focused approach is essential.

The successful candidate will work closely with the Office Manager, Headteacher and Deputy Headteacher to further the vision for excellence across our whole school.

Visits to the school are **warmly welcomed** — please email head@moorlandprimaryschool.co.uk to arrange a convenient time. You can also visit our school website to find out more about Moorland and access the MyNewTerm application link:

<https://www.moorlandprimaryschool.co.uk/page/?title=Join+our+Team&pid=33>

If you have passion, energy and commitment — along with experience in an office or school environment — we would be delighted to receive your application.

Closing date: Friday 30th January Interviews: Week commencing Monday 2nd February

Hours: 35 hours per week during term time (8.15 – 3.45) **Salary:** MKC Scale C – £25,989.00 FTE
£13.47 per hour **Contract:** Permanent

MPS is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. We are an equal opportunities employer.