



Administrative Assistant

Required as soon as possible

Salary: Grade 3

Hours: 23.75 hours per week

Contract: Permanent, Term time only plus 5 Days

A rare opportunity to join the amazing team at St Oswald's CE Primary School and Nursery has arisen.

We are seeking a friendly, organised and reliable Administrative Assistant to join our school office team. This is a varied and rewarding role at the heart of the school, providing essential administrative and front-of-house support to pupils, parents, staff and visitors.

You will be one of the first points of contact for the school and as such will play a key role in ensuring the smooth day-to-day running of administrative functions. The role requires good communication skills, attention to detail and the ability to work in a busy school environment whilst maintaining a sense of humour.

The role will be as part of our office team and is initially offered from 11.45 am – 4.30 pm 5 days a week. You will work alongside an existing member of the office team and be the first point of contact for many aspects of school life.

St Oswald's CE Primary School joined DoWMAT as an academy in February 2018. DoWMAT was established in September 2016 and serves a number of academies within the Diocese of Worcester, which encompasses the Local Authorities of Worcester and Dudley. The Trust is deeply committed to implementing a collaborative approach to developing and securing excellent educational provision for all our pupils. DoWMAT is a MAT with high aspirations for its stakeholders, aiming to create futures for all.

Working closely with the SLT of the Academy and the DoWMAT Central Team, the successful candidate will be an enthusiastic quick learner with excellent communication, numerical and administrative skills. They should be able to work independently whilst at the same time forming effective relationships with all stakeholders. Experience in a administrator role and knowledge of financial/administrator procedures, particularly within an educational environment, would be an advantage however full training will be given whilst getting established within the role. The role will provide excellent career development for the successful candidate, giving the opportunity to learn whilst assisting the Academy to flourish.

We can offer:

- Opportunities for individualised CPD and other training
- A dynamic, committed, friendly and hard-working collaborative team
- Wide ranging experience working alongside knowledgeable and experienced colleagues
- Enrolment to the Local Government Pension Scheme

The Worcester Diocese Multi Academy Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism. To meet this responsibility, our schools follow a rigorous selection process to discourage and screen out unsuitable applicants. This will include relevant online searches

DoWMAT requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Nondisclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred.

Visits to the school are welcomed by arrangement. Please contact St Oswald's on 01562 751056

Online applications only, via My New Term: <https://mynewterm.com/jobs/144456/EDV-2025-SOCPS-36164>

Closing date for applications: 10am Monday 19th January 2026

Interviews: Thursday 22nd January 2026

Company No. 10390487