

Pentland Primary School

Administration Assistant – Level 3

**22.2 hours per week (Monday to Wednesday), Term Time Only, plus 5 days – Permanent Position
Salary – NJC Grade F, Spinal Point 7 to 8 (£13,638 - £13,855)**

One Excellence Multi Academy Trust is a Multi Academy Trust made up of four schools. The Trust was founded in July 2017 and is a mixed Multi Academy Trust. The vision and rationale behind the wider partnership are based on shared values and aspirations, a strong sense of community identity and values of inclusion and aspiration for all.

One Excellence Multi Academy Trust believes in supporting and investing in its staff and has a structured health and well-being programme. The programme includes physiotherapy, nurse support service and drop-in clinic, counselling, mindfulness sessions, weight management, stress awareness, GP consultations and private medical operations if required. We are also keen for staff to be able to reach their full potential and offer a range of professional development opportunities in all areas of education, nurturing and leadership.

The successful candidate will ideally be an experienced school administrator who is proactive and highly organised in their work. For this post excellent inter-personal skills are essential with the ability to work under pressure and manage time effectively including supporting others within the team. The ideal candidate will be expected to organise the administrative systems within the school and contribute to the planning, development and monitoring of support services.

The successful candidate will:

- Be expected to demonstrate flexibility
- Be creative and able to problem solve
- Be able to plan for and implement new initiative
- Have proven skills at managing systems
- Be experienced in school administration and resource management
- Have the ability to manage their time effectively, use initiative and be professional with a flexible attitude

We would like to hear from those candidates who feel that they can demonstrate the characteristics and skills we are looking for and hold the relevant qualifications to meet the demands of this post.

Disclosure: We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful applicant will be subject to enhanced clearance through the Disclosure and Barring Service. We are an Equal Opportunities Employer. We want to develop a more diverse workforce, and we positively welcome applications from all sections of the community. Applicants with disabilities will be invited for interview if the essential job criteria are met. Where our roles are customer facing and you are required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

If you think this post is for you, please contact Debbie Hamilton, Headteacher, for an informal discussion on (01642) 559609.

Applicants should apply by using the following link – <https://mynewterm.com/jobs/144542/EDV-2026-PPS-75683>

Closing date for applications – 9.00am on Monday 2nd March 2026

Shortlisting date – W/C 2nd March 2026

Interview Date - TBC