

Role:	School Administrator
Hours:	36 hours per week, Term Time Only (39 weeks), 5 INSET Days Monday to Friday: 8.15am – 4.15pm Friday: 8.15am – 4.00pm (Includes 45min unpaid break to be taken outside of the school breaks)
Closing Date:	Thursday 5 th November 2026 – 12pm Shortlisting: 5th & 6th November Interviews: Wednesday 11th November 2026
Salary:	Scale 4 points 7-10 (depending on experience): £25,935pa - £27,068pa FTE: (30,288pa - £31,611pa)
Job information:	Join Our Team at Mayfield School – Make a Difference Every Day An exciting opportunity has arisen for an enthusiastic, organised and professional individual to join our team as a School Administrator. This is a key role within our school, supporting the effective day-to-day running of administrative operations and helping to ensure a welcoming, efficient and supportive environment for pupils, parents, staff and visitors. The successful candidate will play an important role in the smooth running of the school office, acting as a first point of contact for enquiries and providing high-quality administrative support to the wider school team. The role requires someone who can manage competing priorities, maintain accurate records, communicate effectively and handle sensitive information with discretion and confidentiality. Key Responsibilities: • Managing the school office and reception, responding to telephone, email and in-person enquiries in a professional and timely manner. • Welcoming and assisting parents, visitors, external agencies and other stakeholders. • Providing efficient administrative support to the Senior Leadership Team and wider school staff. • Maintaining accurate pupil and school records using Arbor and other relevant systems. • Supporting attendance administration, pupil information management and parent communications as required. • Preparing, processing and maintaining correspondence, documents, reports and other administrative records. • Handling confidential information appropriately and in accordance with school policies and data protection requirements. • Supporting the coordination of day-to-day school operations and undertaking general administrative duties as required.

What we are looking for:

- Previous experience in a school administrative role or a similar office-based position; school experience is highly desirable.
- Familiarity with Arbor or other school management information systems.
- Excellent communication and interpersonal skills, with a strong commitment to customer service.
- Strong organisational skills, attention to detail and the ability to manage competing demands effectively.
- Good IT skills and confidence in using administrative systems and office software.
- The ability to work independently, use initiative and contribute positively as part of a team.
- A calm, professional, approachable and flexible manner.
- A commitment to confidentiality, safeguarding and promoting the welfare of children.

If you are committed to making a positive impact in children's lives and want to be part of a supportive, forward-thinking school community, we would love to hear from you.



Important Notes:

- *We do not accept CVs.*
- *All applicants must have the right to work in the UK.*

To learn more about our school, please visit our website.