

SCHOOL ADMINISTRATOR / RECEPTIONIST VACANCY

Grade 3, Points 4–6: £25,185–£25,989 per annum (full-time equivalent), pro rata for hours and weeks worked (pay award pending)

22.5 hours per week, 8.30am–1.00pm, Monday–Friday, term time only plus 5 INSET days

We are looking for a well-organised, flexible and enthusiastic person to join our school and work with the School Business Manager in our busy office.

Responsibilities are varied and will include:

- Providing a friendly and efficient reception service for staff, pupils and parents, both in person and on the telephone.
- Assisting with pupil first aid and welfare duties.
- Providing general clerical support using Word, Excel and the school's pupil database system, SIMS.
- Communicating with parents using EduLink.
- Photocopying and using ParentPay/School money to record receipt of money from pupils and parents.

We are a friendly community school and the successful candidate must be someone with excellent communication, organisational and interpersonal skills, as well as a sense of humour. The ability to remain calm during busy times of the day and deal with enquiries in a confidential and sensitive manner is an essential requirement of this role.

Experience of SIMS is desirable, but training will be provided.

Application Details

Further details and an application form are available on our website:

<https://www.gastrellsprimaryschool.co.uk/Vacancies>

Prospective candidates are welcome to visit the school. Please contact the school office on 01452 765959 or email admin@gastrells.gloucs.sch.uk to make an appointment.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

This position is subject to an enhanced DBS check.

Closing Date for Applications: Friday 25th September 2026 at 9.00am

Interview Date: Monday 5th October 2026

Start Date: As soon as possible