

Job Vacancy

Location	Springside Primary School
Job Title	Office Administrator
Grade	Grade E
Type	Full-time (part-time requests will be considered)
Start Date	As soon as possible

Prestolee Multi Academy Trust is seeking a proactive and professional Office Administrator to join our committed team at Springside Primary School in Bury. This role presents an exciting opportunity to support the school in delivering high-quality administration to ensure the efficient operation of the school office.

Consideration would be given to part-time request for this role.

About Us

At Prestolee Multi-Academy Trust, we are dedicated to empowering every child to flourish by nurturing curiosity, promoting creativity, and fostering resilience. Our commitment to inclusion, diversity, and excellence creates a supportive and dynamic environment where both students and staff can thrive.

We are a thriving and ambitious Trust, comprising eight diverse primary schools across four local authorities in Greater Manchester. This presents an exciting opportunity to join our dedicated team at Springside Primary School in Bury and play a vital role in supporting the school office.

The Role

As an Office Administrator, you will play a key role in maintaining accurate school records, liaising with parents, staff, and external stakeholders, and ensuring the smooth running of the school's administrative functions.

Your responsibilities will include:

- Providing administrative and clerical support, including document preparation, data entry, and correspondence.
- Acting as the first point of contact for parents, staff, and external visitors, ensuring a welcoming and professional environment.

- Maintaining school databases, records, and management systems in compliance with GDPR and safeguarding policies.
- Assisting with financial and resource management, including processing invoices and managing petty cash.
- Supporting HR administration, including recruitment processes, absence management, and maintaining staff records.
- Monitoring pupil attendance records and liaising with relevant staff and parents.
- Assisting in organising school events, open days, and parent evenings.
- Supporting compliance with safeguarding protocols and school policies.

What We're Looking For

We are looking for a highly organised and enthusiastic individual who is passionate about contributing to the success of our school and its pupils. The ideal candidate will have:

Essential Skills and Experience:

- Strong literacy, numeracy, and ICT skills, with experience using Microsoft Office (Word, Excel, Outlook).
- Previous experience in an administrative role, preferably within a school or educational setting.
- Excellent organisational and multitasking abilities.
- Attention to detail and accuracy in data management.
- Ability to maintain confidentiality and comply with safeguarding policies.

Personal Attributes:

- A positive and professional attitude with a commitment to providing excellent service.
- Strong interpersonal and communication skills.
- Ability to work well as part of a team and independently.
- A proactive approach to problem-solving and professional development.

Safeguarding & Equal Opportunities

This Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is exempt from the Rehabilitation of Offenders Act 1974, and the successful candidate will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.

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