

Hareside Primary School

Administration Officer (Level 3)

Term Time plus 5 day

Variable Hour's Contract - range 25 to 37 hours

Salary: £26,427 - £26,847 FTE

£15,358 - £15,602 pro rata (based on 25 hours per week)

Hareside Primary School are seeking to employ an Administration Officer, Level 3, to join our successful team. We are looking for someone who is highly motivated, a strong team player with the ability to supervise others, and who has children at the heart of all they do.

The role will involve the supervision of the School Office environment to provide a high standard of support services for visitors, staff and pupils. Previous experience of working in school administration and using SIMS would be an advantage but is not an essential requirement.

Applicants must have excellent communication and ICT skills, work well as part of a team and have the ability to carry out data entry and checking with accuracy and confidentiality. We would welcome applications from all interested persons who fulfil the person specification and job description. Please check that you meet the essential criteria in full before applying.

The school fully supports the professional development of all staff.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is

confirmed. This role will include Regulated Activity, and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Further information on our school policies, including our Safeguarding Policy, can be found here:

<https://www.haresideprimary.co.uk/Policies/>

Closing date: Noon, 29th October 2026

Please return completed applications form to: admin@hareside.school