

Administrative Assistant

Recruitment

Summer 2026





Our Vision

Our children will receive a nurturing and ambitious primary experience, rooted in creative, engaging contexts for learning and our unique local heritage. Our school will offer a broad, rich and inclusive curriculum. In partnership with families, every child will enjoy, achieve and thrive – preparing them for bright futures in the global community.

Our learning journey will ensure that all children:

Develop a lifelong enthusiasm for learning;
Are able to overcome disadvantage and barriers to learning;
Become resilient learners and active citizens;
Understand how to keep themselves and others safe in the real and virtual world;
Have the confidence to speak out and challenge inequality;
Feel physically and mentally strong - well prepared for every stage of their lives.



We are seeking dedicated and effective individuals who are committed to developing the inclusive and nurturing ethos of Saltaire Primary School and values the unique nature of the school and its community.

We are seeking 2 Administrative Assistants (1x FTE 1.0, 1 x FTE 0.5) who are committed to demonstrating the qualities and skills we expect of our children:



OUR VISION & VALUES



Enjoy

We are Champion Learners, developing the habits for a love of learning. We explore and express our unique selves respectfully.



Achieve

We all work hard every day for academic success. We work with each other for the greater good, reaching beyond individual achievement.



Thrive

We strive to be the best version of ourselves, using our voice to become active citizens. We help ourselves and each other to be physically and mentally safe and strong.



About Saltaire Primary School

Saltaire Primary School is a two-form entry, local authority-maintained community primary school in the UNESCO World Heritage village of Saltaire, near Bradford in West Yorkshire. Saltaire is easily accessible by road and public transport from Bradford, Leeds, and Skipton. Although close to busy urban centres, Saltaire also benefits from easy access to surrounding parks, woodland and canals, and the Yorkshire Dales and Bronte Country are within easy driving distance.

We serve a diverse community and currently have 417 children on roll. We strive to provide a rich, challenging, and inspiring curriculum and maintain high expectations for all our children. In addition to quality first teaching we provide specific support for children with additional needs through our dedicated inclusion team, of which our school dog Inca is an important member. Our curriculum is enriched by a range of opportunities for learning outside the classroom, making the most of the historic location of our school and providing a diverse range of opportunities for children to develop, including: Crew, our structured personal development programme, our enrichment curriculum SPS Champions University, and a range of day and residential trips.

We are fortunate to benefit from an engaged community of parents and carers that support their children's learning and the wider development of the school. The Friends of Saltaire Primary School (FOSPS) organises a range of exciting, well-attended events throughout the year including discos, fun runs, and a summer fair that provide vital fundraising opportunities that enable us to further invest in the school for the benefit of the children. Our team of dedicated teaching, support, and administrative staff share a commitment to providing positive experiences for our children every day and we seek to ensure that their professional development and wellbeing are attended to in order that we can maintain the nurturing, inclusive, and educationally rich environment that makes Saltaire Primary School so special.



Administrative

Salary:
Starting

As

Band
soon

Advert

Are you a dedicated administrator who is seeking an exciting and collaborative work environment? Are you passionate about making a real difference in the lives of children? Do you want to work in a vibrant, nurturing school where every child is encouraged to enjoy, achieve, and thrive? Saltaire Primary School invites committed and enthusiastic Administrative Assistants to join our team in providing a premium service to our community to enrich the lives of our children.

About

You will be an experienced administrator with a strong understanding of systems and processes required for a successful operational office environment. You will be collegial and able to communicate effectively through an understanding of the needs of a diverse school community. You will be dedicated to building positive relationships with pupils, parents and carers, governors, and the wider community of Saltaire Primary School.

In

A supportive, inclusive, and forward-thinking school community.
Opportunities for professional growth and training,
The chance to make a meaningful impact on children's lives in a unique and inspiring setting.
A collaborative team dedicated to continuous improvement and excellence.
A calm and purposeful working environment where your contributions are valued.

For further details and to apply, go to www.prospectsonline.co.uk

Please note that CVs are not accepted

Closing

Interviews: 8th June 2026

Date:

22nd

May

2026

Job Description



Salary: Band 6 (SCP's 7-11)

Hours: Full Time (37 hours per week) or Part Time (20 hours per week)

Contract type: Permanent

Reporting to: The School Business Manager/Headteacher

Main

To assist in the provision of high quality professional, flexible, proficient and constructive clerical, administration, financial support and reception service to the school.

Purpose

Responsible to the School Business Manager/Headteacher from whom they will receive formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work, referring only exceptional or complex queries to senior members of staff. In the absence of the Office Manager would be expected to liaise with senior team members to ensure continuation of essential services.

To provide prompt and effective information, advice and access to services provided by the School to parents/carers, governors, community groups, members of the public and other agencies, dealing with requests for help and intervention, seeking guidance from and working in conjunction with senior/qualified professional staff on more complex requests. Undertaking and promoting the School to public and external agencies.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Job Description



Effort/Demands

- Will work under supervision and will frequently use own initiative, working to the priorities set by the School Business Manager/Headteacher.
- To contribute to the overall ethos/work/aims of the school.
- Will make decisions regarding individual visitors/callers in terms of the advice and information provided, liaising with other staff within the school and assessing the level of urgency.
- Day to day decisions regarding the organisation of the working area/workload and school priorities; assisting with the planning and development of the support services.
- To participate in in-school training and other training programmes as required, and maintain personal and professional development in order to meet the changing demands of the post.

Job Description



Responsibilities

Organisation

- To give advice and guidance as appropriate, making decisions regarding individual visitors/callers in terms of the advice and information provided and using some judgement within established procedures and guidelines, liaising with other staff within the school and assessing the level of urgency.
- Frequently dealing with routine and occasional less routine enquires. Given the changing needs of the school, workloads can vary to involve less routine tasks and the post holder will be expected to undertake these with minimum supervision as they arise, liaising with senior members of staff to verify/seek authorisation for action.
- To support/assist in the supervision of less experienced staff, students on work experience, trainees and voluntary helpers.
- Training new and existing members of staff.
- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

Job Description



Administration

- Provide a high level of clerical support e.g. record and circulate messages to other members of staff, diary management, photocopying, filing, scanning, faxing, emailing, complete routine forms, sort and distribute mail, ensuring supplies of internal forms are kept well stocked.
- Create and maintain manual/electronic filing and information systems, including those of outside agencies e.g. DfE.
- Maintain and collate pupil reports.
- Data inputting of computerised records/management information systems, including payroll systems.
- Produce, analyse and interpret data/information/detailed reports on a regular basis as appropriate to the school to facilitate performance management in line with the completion of internal/external performance requirements e.g. pupils data.
- Undertake typing, word-processing and other IT based tasks (audio and copy typing services, letters, memos, minutes etc).
- Undertake routine administration, e.g. responding to letters and emails/maintaining and updating distribution lists/registers/school meals/arranging and coordinating meetings on behalf of other school staff/room bookings/minute taking/retrieve and disseminate information as appropriate to the needs of the school/school lettings and other uses of school premises.

Resources

- Responsible for the safe keeping of office equipment and secure storage of supplies.
- Operate office equipment e.g. photocopier, computer.
- Support the School Business Manager on budget matters relating to the school including accounting/banking etc.
- Maintaining stock and supplies, preparing and assisting in the processing orders, checking delivery notes and invoices ensuring they are correctly recorded, cataloguing and distributing as required.
- Assist with procurement and sponsorship.
- Responsible in the collection and recording of school dinner money, school fund accounts and other routine financial administration with frequent handling of substantial amounts of cash.

Job Description



Other

- Use good common sense and initiative in all matters relating to the conduct and behaviour of individuals, groups of pupils and whole classes; the correct use and care of materials by individual and small groups of pupils, the safety, mobility (if required) and hygiene and well being of the pupils.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Make travel arrangements.
- Assist in the organisation and arrangements of school events/trips etc.
- Assist with marketing and promotion of the school.
- Preparing refreshments and clearing away.
- Receiving and escorting visitors around the School.
- To be responsible for reporting building maintenance in accordance with health and safety requirements.

Environmental Demands/Working Conditions:

- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety polices and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

Person Specification



Qualifications and Training

- Minimum of GCSE English and Mathematics at grade C or above (or equivalent).
- NVQ3 (or equivalent) in a relevant discipline.

Experience

- Experience using both Google and Microsoft Office systems with good IT skills.
- Experience of working in an office environment (preferably within a school) to include development, management and operation of administrative systems.
- Experience in dealing with financial matters.

Knowledge & Skills

- Experience of general office work including reception, switchboard and typing/word processing.
- Good literacy and numeracy skills.
- Good communication skills including telephone/reception skills.
- Knowledge of and the ability to use office machinery e.g. photocopiers, scanners, shredding machine etc.
- Experience in the use of databases and other software packages with a high level of word processing/typing skills
- Have a neat and organised approach to work.
- Be willing, courteous and able to work both using your own initiative and in a team.
- Respect confidentiality.
- In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level.

Equal Opportunities Information



Equality

Saltaire Primary School welcomes pupils and staff from a wide range of backgrounds. We believe that their different cultures, talents and life experiences bring richness and vibrancy to school life and help to create an environment that supports us all in learning from each other.

We take seriously our duties to eliminate discrimination, promote equality of opportunity and foster good relations between people of all backgrounds. This duty is set out in the Equality Act of 2010, which covers sex, race, disability, religion or belief, sexual orientation, gender reassignment and pregnancy or maternity.

Disabled Applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Person Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people.

Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.