

Underwood West Academy

School Office Administrator (Admissions and Nursery)

School Administrator (Admissions and Nursery): **Starting January 2026. Permanent**

36.25 hours per week, 40 weeks per year.

Hours of Work: 8:30am – 4:15pm Monday to Friday.

Grade 5: SCP 6 to 11 – Salary from £25,989 - £28,142 pro rata. (Actual salary from £22,531)

Underwood West Academy are looking to appoint an extremely efficient and professional person to join our dedicated and motivated school team. You will work closely with the Office Manager, Principal and Senior Leadership Team in meeting our vision and educational aims.

The successful candidate will have excellent customer service skills and be a highly skilled and motivated individual with meticulous attention to detail. You will be able to demonstrate proven administration skills including proficiency in Microsoft 365 and other school software packages. Experience in School Office administration would be desirable.

Key responsibilities:

- General administrative support to a busy school office
- All admissions processes (including the school nursery) and relevant communication to key stakeholders
- Administrator for all medical needs processes
- Lead administration of the schools MIS
- Maintain computerised records accurately

What we are looking for:

- The successful candidate will be a highly motivated individual that is able to prioritise tasks and work with autonomy and accuracy.
- Have excellent computer skills and experience
- You should be enthusiastic, have a positive, flexible approach to work and be able to work independently.
- Committed to teamwork, recognising that more can be achieved together than it is possible as an individual task
- Highly committed to safeguarding and promoting the welfare of children, holding the strong expectation that all staff share this commitment also

This is an excellent opportunity for a dedicated Administrator to join a successful, progressive and happy school.

In return, we can offer:

- A school community with a warm, positive, caring ethos
- Continued professional development within an experienced office team
- Experience of working in a thriving, successful primary school
- Benefit from Blue Light Card offers

We are a member of The Aspire Multi Academy Trust and offer a mutually supportive ethos with excellent opportunities for professional development.

The school and the Trust are committed to safeguarding and promoting the welfare of our children. **For all shortlisted candidates, reference checks and online searches will be completed prior to interview.** All successful candidates are subject to satisfactory references, medical checks, right to work in UK and safeguarding checks (including enhanced DBS and a declaration of disqualification (Childcare Disqualification regulations 2009)).

Closing Date: 5th January 2026 at Noon (completed applications forms to be emailed to: bursar@underwoodwest.cheshire.sch.uk)

Application forms can be found here: [AET Application Form](#)

Interviews: Week commencing 5th January 2026

