

Widford Lodge School

Office Administrator -
Candidate Recruitment Pack



Headteacher's Welcome

We believe that children who are happy and secure in their learning environment are more likely to achieve their potential.

Traditional values are at the core of the school's philosophy whilst we prepare young people for a rapidly changing world.

Dear Applicant,

Thank you for your interest in the current school administrator vacancy at Widford Lodge School.

Widford Lodge is a unique and special learning environment. We have been inspiring a love of learning in pupils between the ages of 2½ and 11 since 1935. We are set in beautiful grounds on the edge of Chelmsford, not far from the A12.

Our **vision** is simple - to enable all of our children to flourish in a happy and nurturing environment. We have a strong sense of community amongst pupils, staff and parents; we empower pupils and staff so that children can fulfil their potential and develop into confident and curious learners. We provide opportunities for pupils to take part in a variety of sports, music and drama activities, to help care for our chickens and to spend time with our school dog, Bonnie. Forest school, trips and visitors enhance the pupils' learning experiences, our extended opening hours of 7.30am to 5.30pm enable pupils to participate fully in all that we have to offer.

Please come and explore our school and see how our children learn, grow in independence and become well rounded and resilient young people ready for the challenges and opportunities their lives will bring.

For further information about our school, please visit our [website](#)

To arrange a visit to the school, or to discuss the role further, please contact me on headteacherpa@widfordlodge.co.uk

I look forward to welcoming you to our school.

Michelle Cole A.C.I.B. – P.G.C.E.

Headteacher



About Widford Lodge School

We are proud of our record of achievements. Widford Lodge pupils reach their full potential, flourish in a nurturing environment and develop a love of learning

Widford Lodge School is set in a secluded setting on the outskirts of Chelmsford, close to the A12 with convenient access from all of Chelmsford, Brentwood and surrounding towns and villages.

Widford Lodge School was founded in 1935 by the Witham family, as an all-boys boarding school. During the Second World War, we acquired the distinctive school hall when the school was commandeered by the local ambulance corps. In 1985, we introduced the Pre-Prep, accepting boys aged four to seven. At the end of the 1980s, we became a day school. In the early 1990s, Widford Lodge became a co-educational day school for children between the ages of 2½ and 11 years old.

Our deceptively compact school site includes school buildings in an elegant manor house and purpose-built classrooms. Our grounds include a nine acre sports field (a short walk away), a flood-lit tennis court and all-weather multi-purpose sports area as well as our playground and woods.

We provide a caring, inclusive and diverse environment for our school community, offering a broad and balanced academic curriculum in a stimulating setting full of opportunities in which children can thrive. Each and every one of our pupils are important, and we cherish their individuality and work together to support their all-round wellbeing and progress.

As an independent school, we are able to refine the curriculum to suit our ethos whilst preparing the children for a variety of academic challenges. Many of our children sit the 11+ and take entrance and scholarship exams to local senior independent schools. Our passionate teachers, subject specialists and small class sizes ensure our pupils work at pace, making progress whilst taking increasing responsibility for their work and effort.

Our core values represent the intrinsic principles that guide our actions and serve as our cultural cornerstones: **Honesty, Empathy, Acts of Kindness, Respect and Tenacity.** Our HEART logo was also designed by pupils.

We are proud of our place in the community, and always looking to do more to work in partnership to improve educational provision for all. Charitable work is an important part of our school activities. We work particularly with the Little Edi Foundation, a Chelmsford based charity that supports disadvantaged young people and their families in Chelmsford.

Our new Office Administrator

Part time: 8 hours per week (Wednesdays and Thursdays 8am-12pm), term time only plus 5 inset days

To commence: 20th April 2026

We are seeking an experienced and enthusiastic administrator to join our school office team in April 2026.

This is an exciting opportunity to join our small office team in our outstanding school. The appointee will support all aspects of school administration as part of the office team. The role includes providing the first point of contact for visitors, staff, parents and pupils in person and by phone, administrative and clerical tasks, admissions, data management, marketing and first aid for pupils.

The successful candidate will:

- Have experience of working in a busy office environment
- Have excellent I.T. , interpersonal and communication skills
- Be extremely well organised
- Be motivated to work with young people
- Have a pro-active and positive attitude
- Be able to work collaboratively and independently
- Have a positive approach to change and development
- Have a respectful and caring approach to others and a great sense of humour
- Ideally will have experience of using school data systems e.g SIMS, Parentpay



What we can offer:

- A well-respected school with established partnerships in the local community and with external agencies.
- A well-resourced working environment with dedicated, supportive and enthusiastic colleagues.
- A lovely school, with great facilities.
- A culture of continual professional development to ensure your success and develop your career.
- A parent community that is very supportive of the school and its aims.
- A thorough induction process to build initial confidence and awareness of whole school approaches and expectations.
- Pension
- Employee assistance programme.
- Free car parking on site.
- An attractive rate of pay: depending on experience

A candidate will only be considered for shortlisting and move forward in the remaining person specification criteria if they meet the initial **essential** criteria under qualifications, knowledge and experience.

	Essential These are qualities without which the Applicant could not be appointed	Desirable Extra qualities which can be used to differentiate applicants
Qualifications	<ul style="list-style-type: none">• 3 A-levels – grade C or above	<ul style="list-style-type: none">• First Aid qualification• Business or Administration qualifications
Experience	<ul style="list-style-type: none">• Experience of working in a busy office	<ul style="list-style-type: none">• Experience working in a school office• First Aid experience• Finance knowledge
Knowledge	<ul style="list-style-type: none">• Excellent IT skills – all Microsoft Office applications (Word, excel, powerpoint, outlook)• Excellent interpersonal skills: ability to communicate effectively with other school staff including senior leadership team, pupils, parents, suppliers, visitors• Excellent written and verbal communication skills	<ul style="list-style-type: none">• School administrative and regulatory requirements

Application process

Application Form

- Applicants must use the school's [Application form](#), available from the school's website, vacancies page
- CVs are not accepted.
- Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Include all the training you have completed.

References

- Please make sure your referees are aware of your application and that they are able to provide a swift turn around. Please give the name and contact details of your two most recent employers. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children.
- In the case of references from a school, this should be the Headteacher (or Chair of Governors for Headteacher positions).

It is the School's policy to employ the best-qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, nationality or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers and the DBS. All new posts within the School are subject to a probationary period.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the Exemptions Order 1975, 2013 and 2020. Therefore all convictions, cautions, reprimands and final warnings must be declared other than those which are “protected” under the Act.

The application

Pay range:	Attractive salary, depending on experience
Hours	Part time, 8 hours per week, term time only plus 5 Inset days
Start date:	20th April 2026
Closing date:	Tuesday 17th March 2026
Interview dates:	Wednesday 25th March 2026
Visits to the school:	Please email: headteacherpa@widfordlodge.co.uk
School website link:	www.widfordlodge.co.uk
Send your completed application form to:	headteacherpa@widfordlodge.co.uk
Any questions, call the school office team:	01245 352581



Job description

Office Administrator

Job Purpose:

The Office Administrator will support the efficient and effective running of all school administration tasks as part of the office team.

Hours:

8 hours per week term time only plus 5 inset days

The working days would ideally be on a Wednesday and Thursday from 8am-12pm

Pay

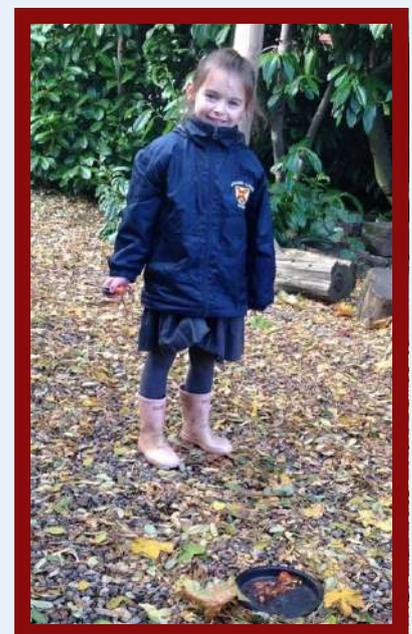
Attractive salary

Main Duties:

The post-holder will support all aspects of school administration as part of the school office team.

Administrative and Clerical

- Provide administrative cover for a busy school office, with a key focus on peak morning periods (front desk, enquiries, messages, and day-to-day priorities).
- Manage the school's mail and communications, including electronic mailboxes and incoming/outgoing correspondence.
- Facilitate effective communication with parents and carers via telephone and email, ensuring queries are handled promptly and professionally.
- Oversee the administration of the school's clubs and activities (teacher-led and external), managing sign-ups, registers, payments/arrangements where applicable, and liaising directly with club providers.
- Coordinate schedules, logistics, and day-to-day communication with external club providers, supporting smooth delivery and resolving any operational issues.
- Support the planning and delivery of key school events, including assisting with Sports Day and other whole-school activities as needed.



Please contact us for more information.

**We have virtual tours of the School
on our website.**

**Widford Lodge Preparatory School
Widford Road, Chelmsford, CM2 9AN**

01245 352581

headteacherpa@widfordlodge.co.uk

www.widfordlodge.co.uk