



Widford Lodge Preparatory School

Proprietor: Louise Gear
Headteacher: Michelle Cole

 01245 352381

 www.widfordlodge.co.uk

 admin@widfordlodge.co.uk

Job Vacancy: Office Administrator (Part-Time, Term Time Only) To commence: Monday 20th April 2026

Job Purpose

We are seeking a friendly, organised and reliable Office Administrator to support the efficient and effective delivery of school administration as part of our busy office team. This is a varied, hands-on role with a key focus on front office cover during peak morning times and the smooth running of school clubs (teacher-led and external).

Hours

- 8 hours per week, term time only, plus 5 INSET days
- Ideally Wednesdays and Thursdays, 8:00am–12:00pm (some flexibility may be possible)

Pay

- Attractive salary (dependent on experience)

Main Duties

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

Administrative & 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.
- Support effective communication with parents and carers via telephone and email, ensuring queries are handled promptly and professionally.
- Oversee the administration of school clubs and activities (teacher-led and external), including sign-ups, registers and payments/arrangements where applicable.
- Liaise with and coordinate 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.

Financial Administration

- Update the school's payment system with details for trips, events and activities.
- Communicate with parents regarding payments and manage collection via **School Gateway**.

Data Protection

- Support the school's compliance with Data Protection legislation, including maintaining records and policies, preparing for audits and completing Data Protection Impact Assessments.



Telephone & Reception

- Serve as the first point of contact for visitors, parents, staff and pupils, both in person and via telephone.

First Aid

- Provide first aid and administer medication to pupils in line with school policies.
- Maintain accurate records of incidents and medication administration.

General Support

- Contribute to ensuring a safe and secure environment for pupils.
- Maintain confidentiality and adhere to school policies on child protection, health & safety and other regulations.
- Keep accurate records of accidents and incidents.
- Commit to ongoing professional development.
- Undertake other duties as directed by the Proprietor, Headteacher or Office Manager.

The Successful Candidate Will Have

- Strong organisational skills and excellent attention to detail
- Confident communication skills (in person, phone and email)
- A calm, professional manner and the ability to prioritise in a busy environment
- Good IT skills and the ability to learn school systems quickly
- Experience in administration (school office experience desirable but not essential)
- A willingness to support first aid/medication procedures (training can be provided if required)

Safeguarding

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful applicant will be subject to appropriate pre-employment checks, including an enhanced DBS check and references.

How to apply

For further details of the position, information about the School and application and recruitment procedures, please visit our website www.widfordlodge.co.uk

Any application must be made using our application form.

Applications can be emailed to headteacherpa@widfordlodge.co.uk

Closing date for applications: **Midday on Tuesday 17th March 2026**

Interview date: **Wednesday 25th March 2026**



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, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. 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.

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.

