



Hazelmere Avenue, Binstead, Isle of Wight, PO33 3SA

01983562341

contactus@binsteadpri.co.uk

www.binsteadpri.co.uk

Headteacher: Mrs R Chessell

Administration Officer

Grade 4 £14,553- £14,783

(Actual Salary. FTE £24,790-£25,183 Pay award pending)

Permanent Position: 8am - 1pm daily - Term time only (plus 2 days)

We are looking for an experienced, reliable, flexible, highly organised and motivated individual to join us. You will be working in a busy environment and should enjoy working as part of a team. The post holder will be expected to undertake a wide range of administrative office and reception duties. You will be required to interact with staff at all levels as well as children, parents and visitors to the school.

The successful candidate will:

- Have administration experience, preferably in a school or education context
- Have excellent IT skills including school MIS packages, Google products, Arbor is desirable.
- Work efficiently to tight deadlines.
- Have excellent literacy and numeracy skills.
- Be an effective communicator who is able to lead, multi-task and work as part of a team
- Be prepared to play a full and active part in the life of the school.

This highly rewarding job comes with a great sense of pride in your work. If you are looking for job, where you can go home every day knowing you have made a difference, please apply today.

We have:

- Welcoming and supportive colleagues who are proud to work in 'Team Binstead'.
- A nurturing, close-knit school community.
- A commitment to the well-being of our staff.

In return, we can offer a working environment where everyone is committed to excellence and continuous improvement and the support of a friendly team of staff and governors. This school is an equal opportunities employer and welcomes applications from all sections of the community.

We would welcome applicants to contact the school for more information. Visits to the school are encouraged.

This council and its schools recruit according to the council's Safer Recruitment policy. We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff to share in this commitment.

An application pack is available to download from the school's website. Please return completed applications to recruitment@binsteadpri.co.uk. *Online searches will be carried out for shortlisted candidates and references will be requested prior to interview.*

Closing date: 17th October 2025

Interviews: w/c 10th November 2025

Start Date: January 2026