Spring Meadow Infant and Nursery School
High Barns
Ely Cambridgeshire
CB7 4RB
Tel: 01353 664742
Email: office@springmeadow.cambs.sch.uk
Website: www.springmeadow.cambs.sch.uk

School Administrator - Temporary Maternity Cover

35 hours (8.30 – 4.00pm)

Salary: Scale 3 - 5 Point 5-19 *(dependent on experience)*

Start date: 12th April 2027

We are seeking to appoint a School Administrator to work in our school Office. You will provide front of house reception duties, work with the school's Arbor database, and provide effective administration support to the Headteacher and other members of staff.

You will be an enthusiastic and confident person who is able to multitask and would enjoy the variety of work that comes with working in a school office. The ideal candidate will have excellent numeracy, literacy and ICT skills, be able to organise and prioritise their workload and be flexible and adaptable. Knowledge and experience working within a school environment and of Arbor would be desirable but not essential, as training will be given.

In return, we can offer a positive working environment with friendly forward-thinking staff. The opportunity to interact with pupils, families, staff and visitors and a chance to learn, share and develop new skills in the context of a busy school office.

Spring Meadow Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this. An enhanced DBS with a barred list check will be required, and other procedures and checks will be followed as part of our safeguarding procedures. The school is an equal opportunities employer.

For further details or a conversation about the role, please contact Ms Victoria Fowler, School Business Manager on 01353 664742, or email office@springmeadow.cambs.sch.uk.

Application forms and further details are available from Spring Meadow Infant and Nursery School website https://www.springmeadow.cambs.sch.uk/web/vacancies/602146.

Visits to the school are encouraged and can be arranged by contacting our school office on 01353 664742.

This school is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. This post is subject to a DBS check.

Closing date: **Midday January 15th 2027**

Interview date: **TBC**