



---

## **Job Advert: Senior Administrative Officer** **Full-Time, Fixed Term (Maternity Cover)**

Millbrook Park CE Primary School is seeking an enthusiastic and skilled Senior Administrative Officer to join our friendly and supportive team. This is an excellent opportunity to be part of a welcoming, values-driven 2-form-entry primary school.

As a key member of the school business team, the senior administrative officer will report to the School Business Manager and be responsible for the operation and delivery of administrative and support services within the school, ensuring effective systems, processes, and compliance to ensure the school runs efficiently and sustainably. Particular areas of focus are: the smooth running of a welcoming front office; HR administration; nursery administration; You will manage resources ethically and effectively to support the very best outcomes for our children.

### **Contract period**

ASAP - March 31<sup>st</sup>, 2027

### **Hours**

36 hours per week (Mon-Tue : 8AM-4PM. Wed-Fri 8AM-3:30PM)

Term time only, incl. INSET days: [Millbrook Park CE Primary School - Term Dates](#). 30 days annual leave plus bank holidays (pro rata for part-time and fixed-term appointments), in accordance with Green Book conditions.

### **Salary**

£2,739 FTE per month (SO1, Scale Point 23. Outer London), worked (Rate as of 1 April 2025. Any increase based on the outcome of collective agreements concluded after Sept 1, 2026 that are valid retrospectively from (before) Sept 2026, will be backdated to start of contract.

### **About Us**

Millbrook Park Primary School is a vibrant and nurturing Church of England Primary School and Nursery in Barnet. Our values are inspired by the Christian message of the Good Samaritan: to love our neighbours as ourselves. We are passionate about helping every child flourish not only academically, but socially and emotionally too.

Conveniently located in Mill Hill, the school is just a short walk from Mill Hill East Underground Station (Northern Line) and is well served by local bus routes, making it easily accessible from across London. For those travelling by car, the school is within easy reach of the A1 and M1, with nearby parking options available in the local area.

### **We Are Looking for Someone Who:**

- Is an experienced school administrator, who can slot right in and support the school from day one.

- Has a sound knowledge of safeguarding in school settings, school management information systems (ideally Arbor). school employment terms and Conditions (burgundy book, green book), nursery administration experience (ideally) and working knowledge of data protection rules
- Is very comfortable with school IT solutions, including Microsoft (excel, word) and Google (mail, drives) software and standard school applications (e.g. MIS (Arbor), visitor management, parent payments (Arbor, ParentPay)
- Has strong organisational skills and attention to detail, can solve problems efficiently and make effective decisions, self-motivated, uses their initiative, dedicated and consistent
- Is well presented, articulate and an effective communicator, friendly yet firm when required
- Naturally builds positive relationships with pupils, parents, staff and governors; works well as part of a team
- Is discrete and able to handle confidential information as such

### **We Can Offer:**

- A warm and welcoming workplace where everyone is valued
- Supportive and experienced school business colleagues, including an admin officer (part-time), the School Business Manager (line manager), a caretaker and kitchen team
- A supportive headteacher, SLT, teaching and teaching support staff
- Commitment to your professional development and wellbeing
- Strong links with St Paul's Church, Mill Hill
- Support from the LDBS Academies Trust central team and networking opportunities across Trust schools
- Free access to our Employee Assistance Programme

### **We Prioritise Staff Wellbeing**

Staff wellbeing is central to our vision at Millbrook Park. We know children thrive when adults are happy, motivated and supported, so we invest in our staff personally and professionally.

### **We Celebrate, Equity, Diversity and Inclusivity**

We are proud to be a diverse community where equity, inclusion and belonging shape every aspect of school life. We value the many cultures, languages, faiths and experiences within our school, recognising that diversity enriches learning for all.

Our curriculum reflects the world our children live in, ensuring every learner feels seen, valued and supported to thrive. We champion fairness, high expectations and mutual respect, promoting a culture where every voice is heard.

### **Ready to Join Us?**

Visits are warmly welcomed and encouraged.

Please contact the school office to arrange an appointment.

Closing date: 1<sup>st</sup> September 2026

Shortlisting: 7<sup>th</sup> September 2026

Interviews: 9<sup>th</sup> September 2026

Completed application forms (see attachment "LDBS Application Form") must be **emailed** to [jobs@mbpschool.co.uk](mailto:jobs@mbpschool.co.uk) – DO NOT CLICK APPLY. CVs will not be accepted.

Shortlisted candidates will be contacted on the date mentioned above.

### **Safeguarding**



LDBS Academies Trust



Millbrook Park CE Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. All appointments are subject to Right to Work and rigorous safeguarding checks.