

School Office Administrator (SC4 SP7-10)

Millbrook Park CE Primary School, School House Lane, London NW7 1JF

29.5 hours per week | Term Time plus 5 days (40 weeks) | Permanent

Are you an organised, professional and friendly administrator who enjoys working with children, families and colleagues in a busy school environment?

Millbrook Park CE Primary School is seeking to appoint a committed and highly organised School Office Administrator to join our welcoming and ambitious team.

This is a key role within the school, providing front office, attendance, admissions and administrative support to ensure the smooth day-to-day running of our school. The successful candidate will be the first point of contact for pupils, parents, staff and visitors and will play an important role in helping us deliver an excellent service to our school community.

The Role

Working under the direction of the School Business Manager, the postholder will:

- Lead on day-to-day attendance administration.
- Support admissions and pupil data processes.
- Maintain accurate records using Arbor and other school systems.
- Provide a professional reception service.
- Support communications with parents and families.
- Assist with school trips, clubs and enrichment activities.
- Provide administrative support across a range of school operations.

We Are Looking For Someone Who:

- Has experience of working in a busy administrative environment.
- Has excellent organisational and communication skills.
- Can work accurately and prioritise competing demands.
- Has strong ICT skills and can learn new systems quickly.
- Enjoys working with people and delivering excellent customer service.
- Can maintain confidentiality and handle sensitive information appropriately.
- Is committed to safeguarding and promoting the welfare of children.

Experience of working in a school and knowledge of systems such as Arbor or ParentPay would be advantageous but are not essential.

About Millbrook Park

Millbrook Park CE Primary School is a thriving and growing Church of England primary school in the heart of the Millbrook Park community. We are proud of our warm, inclusive ethos, high expectations and strong relationships with children and families. We are looking for someone who will become a valued member of our school team and help us provide an excellent experience for every child and family.

As part of LDBS Academies Trust, we benefit from strong collaboration across our family of schools while retaining our unique identity and close-knit community. We are ambitious for our children and committed to ensuring that every member of staff feels supported, valued and able to flourish professionally

We offer:

- A warm and welcoming workplace where everyone is valued.
- A friendly, supportive and dedicated staff team.
- A varied and rewarding role at the heart of school life.
- Commitment to your professional development and wellbeing.
- Support and networking opportunities across LDBS Academies Trust schools.
- The opportunity to make a genuine difference to children and families every day.
- Access to our Employee Assistance Programme.
- A school community built on strong relationships, mutual respect and a shared commitment to helping every child flourish.

Salary and Hours

- Scale: SC4 (Spinal Points 7-10)
- Hours: 29.5 hours per week
- Working Pattern: Tuesday, Wednesday and Thursday 8.00am to 4.00pm, Friday 8.00am to 3.30pm, with a 30-minute unpaid lunch break each working day.
- 40 weeks worked – pay for 31 paid holiday days incorporated in pay
- Actual salary range: £22,779 - £23,773 per annum (£31,290 - £32,655 FTE). Salary includes paid holiday entitlement.

Safeguarding

Millbrook Park CE Primary School and LDBS Academies Trust are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check. References will be sought prior to interview.

How to apply:

Please complete the enclosed application form, sign it and send it back by email to jobs@mbpschool.co.uk

Closing date: Noon on Monday, 21 September 2026

Interviews: Wednesday, 23 September 2026