



The Federation of the Church Schools of
Shalfleet and Freshwater & Yarmouth
Together for a Brighter Future

School Administrator Vacancy

Location: Based at our Freshwater & Yarmouth CE Primary School Site.

Hours: 32.5 hours per week

Working Pattern: Monday to Friday, 8:15am – 3:15pm, term time only

Grade: Hay Grade 4A (FTE £25584)

We are seeking a **kind, considerate, and highly organised School Administrator** to join our team. The successful candidate will play a key role in supporting the smooth running of the school and providing excellent service to parents, children, and staff.

Essential Skills and Qualifications:

- Proficient in **Microsoft Word, Excel**, and presentation/design tools such as **Sway, Canva or similar**
- GCSE Grade C (or equivalent) in English and Maths
- Strong interpersonal skills and the ability to communicate effectively with all stakeholders
- Flexible and able to work under pressure in a busy school environment
- Previous administration experience is essential

Safeguarding and Legal Requirements:

This post is subject to an **Enhanced DBS check** and all relevant safeguarding checks. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.

The role is also subject to the provisions of the **Rehabilitation of Offenders Act 1974**, meaning applicants must declare all convictions, cautions, reprimands, and warnings that are not “protected” under the Act.

How to Apply:

For an application pack, please contact:

Sarah Woodburn, School Business Manager

Email: sbm@fosay.co.uk

Headteacher: Mrs Elizabeth Grainger BEd English (Hons)

Shalfleet Church of England Primary School,
Station Road, Ningwood, Newport, Isle of Wight. PO30 4NN
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Freshwater & Yarmouth Church of England Primary School,
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Federation Website: www.fosay.co.uk

The Federation of the Church Schools of Shalfleet and Freshwater & Yarmouth purpose is to educate children in an atmosphere of Christian love where all achieve the very best they can, now and throughout their lives.

