Administration Officer

Broad Hinton, Swindon, Wiltshire

Job Description
Salary: Grade E – Point 6 - 8
Hours of work: 32.5 hours per week, 38 weeks plus 1 week for TD days
Contract: Permanent

This is not a Wiltshire Council vacancy therefore please contact Broad Hinton CofE Primary School for further information.

A bit about us:
Our village school is nestled in the beautiful Wiltshire downs in an area of outstanding natural beauty. Founded in 1743, we pride ourselves on the welcoming and family atmosphere we create for parents and children in our community.

Ofsted Report, November 2022:
“Pupils enjoy attending this inclusive school. They talk confidently about the school’s values. They understand how these values help them to be loving, caring and supportive of others. Parents and carers are positive about the school. Many comment on the school’s ‘family feel’ and the way in which staff care for pupils.”

“Staff have high expectations for pupils’ behaviour and conduct. Pupils understand these expectations and strive to achieve them. Pupils are polite and behave well, both in lessons and around the school. This begins in the early years, where children follow instructions well and show high levels of independence.”

“Leaders have high expectations for all pupils, including those with special educational needs and/or disabilities (SEND). Together with staff, they have created a curriculum that is ambitious and designed well. Leaders promote a love of reading. Staff ensure that pupils read a diverse range of texts. Staff use the training they receive to enable them to teach phonics well.”

“Leaders are ambitious for what pupils with SEND can achieve. These pupils take an active role in the life of the school. Staff know the pupils well. They use this knowledge to ensure that pupils receive the support they need to access the same curriculum as their peers. This is particularly the case for pupils with social and emotional needs.”

SIAMS Church Inspection, May 2025:
“Broad Hinton Church of England Primary School is living up to its foundation as a Church school and is enabling pupils and adults to flourish. It has the following notable strengths.

The Christian vision, and values of love, care and respect are deeply embedded within the school. They are at the heart of decision making. This ensures pupils and adults flourish together.

The curriculum inspires and motivates pupils. It successfully promotes the school’s vision of developing a love of learning for a lifetime of opportunities.

Collective worship is cherished by pupils and adults. Effective and evolving partnerships with the local church enrich the school’s worship life.

Driven by the vision, this is a highly inclusive and happy school community with a deep focus on adults’ and pupils’ wellbeing. Pupils behave very well, and relationships across the school are harmonious.

Highly effective leadership of religious education (RE) ensures that pupils experience a well-crafted curriculum. Pupils consequently have a good knowledge of Christianity, world religions and worldviews."

All about the role:

Broad Hinton CofE Primary School are seeking to recruit an experienced, organised and proactive school Administration Officer to join our small, friendly team. The role is for 32.5 hours per week, 39 weeks per year (term time plus 1 week). The hours for this role will be Monday to Friday from 8.30 am to 3.30 pm with a half hour lunch break with some flexibility for the right candidate.
This is a key role in our small village school. You will be enthusiastic, friendly and a well-organised individual who can build relationships with all stakeholders. The role covers a wide range of duties and no two days are the same. Excellent IT skills and working to tight deadlines within a busy office are essential. The role includes safeguarding, admissions and school administration systems. Training can be provided for software if required.
We are looking for someone who:

- Has experience of working within a school or educational setting.
- Has excellent organisational and communication skills.
- Can work independently while building positive relationships with stakeholders.
- Demonstrates professionalism, discretion and attention to detail.

Find out more and apply:
Please visit our website **https://broadhintonschool.org** in order to find out more about our school.
We encourage and warmly welcome visits. If you wish to visit, please e-mail the school on **finance@broadhinton.wilts.sch.uk** to make an appointment.

For further information please contact the school by e-mail on **finance@broadhinton.wilts.sch.uk**, or by telephone on 01793 731262.
Please send your application documents to the school either by post or e-mail to the above e-mail address.

Closing date (and time): Tuesday 10th November at 12.00 noon.

Interview date: To be confirmed

Commencement date: 4 January 2027

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed.
This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must disclose all spent and unspent convictions, cautions, reprimands and warnings that are not 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 & 2020).
An enhanced DBS check will be required for the successful applicant.