

Principal
Mrs N Damms
BSc (Hons) Q.T.S



Burtens Way
Smith's Wood
Birmingham
B36 0SZ

Tel: 0121 779 8050

ADMINISTRATION ASSISTANT

Band C point 8 - 14 £26,824 - £29,540 FTE (pro rata)

37 hours per week Monday – Thursday 8.30am – 4.30pm, Friday 8.30am – 4.00pm. Term time plus 5 inset days

Permanent – To start 1st December 2025

Smith's Wood Primary Academy is seeking to appoint a full time Administration Assistant to work within our highly effective, supportive office.

We are looking for an enthusiastic individual, with experience of working in an educational setting, with knowledge of Microsoft Excel and Word, and a knowledge of using SIMS or Arbor. The role is varied and has responsibilities in key areas, supporting staff and pupils, also ensuring the smooth running of our friendly school office.

The successful candidate will be highly motivated, organised and committed. They will be able to prioritise workload and have excellent attention to detail and the ability to work to a high level of accuracy. They will be responsible for the administration of attendance, pupil and staff data, admissions and leavers. This will include processing the school census and assessment data, DBS applications and processing staff absences.

If you would like further information about the role or to arrange an informal visit to school, please contact Juliet McCarron, School Business Leader on 0121 779 8050 or by email to s48jmccarron@smithswoodpri.solihull.sch.uk

All applicants must apply using the official application form, CVs will not be accepted.

If you would like to apply for this position, please complete the application form and submit it to s48jmccarron@smithswoodpri.solihull.sch.uk

Closing date for applications: Wednesday 15th October 2025 at 12.00pm.

Interviews will take place week commencing Monday 20th October 2025.

Smith's Wood Primary Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS.

CHALLENGE, SUPPORT, PROGRESS

Email: office@smithswoodpri.solihull.sch.uk www.smithswoodpri.solihull.sch.uk
Smith's Wood Primary Academy Limited – a private company limited by guarantee and an exempt Charity
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VAT number 189285257

Registered office is situated at Burtens Way, Smith's Wood, Birmingham, B36 0SZ



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