



Deanery C.E. Primary School

(Academy Status)

**Fox Hollies Road, Walmley,
Sutton Coldfield, B76 2RD**

Tel: 0121 351 6441

enquiry@deanery.bham.sch.uk

ADVERT

Administration Assistant

Grade 2 (SCP 3-8)

15 Hours per week, Term Time Only

(15 hours over 2.5 days or 1pm – 4pm – Monday to Friday)

Gross Salary: £25,614-£27,709 (FTE)
£9,243 - £10,000 (actual pay)

Deanery C E Primary School is a caring, friendly and successful two-form entry primary school. We are looking to recruit a highly personable, self-motivated, approachable and organised individual to be part of its administration team as an Administrative Assistant. The main duties of this role are to provide efficient and effective reception and administrative support.

The successful applicant will have excellent IT skills; be very organised and work efficiently to tight deadlines; have excellent literacy and numeracy skills; be an effective communicator, dealing with pupils, families, staff and members of the public. We are looking for someone with a positive cheerful “can-do” attitude who has the ability to multi-task and work as part of a team and is prepared to play a full and active part in the life of the school. Previous school experience is preferred but not essential.

Closing date: 2 November 2026 at 12.00pm (midday)

Interviews: w/c 9 November 2026

As this is a customer-facing role, excellent verbal and written English communication skills are essential to effectively assist and support our customers.

The school is committed to safeguarding and promoting the welfare of children and expects everyone who works in the school to share this commitment. The successful applicants will undergo a full enhanced DBS check.

For further details and an application form, please contact the school office or download from our website www.deanery.bham.sch.uk and return your application via email to enquiry@deanery.bham.sch.uk