



All Saints C.E. Junior Academy, Hastings, East Sussex, TN35 5JU
01424 421397 office@asj.academy www.allsaintscejunioracademy.org

Office Administrator

Required to start as soon as possible

**27.5 hours per week, Monday – Friday 7.45am-1.15pm (term time plus one week) Fixed Term
Single Status Grade 5 Salary Scale point 12 £26,847 (pro rata)**

All Saints C.E. Junior Academy is seeking an enthusiastic and professional Office Administrator to join our friendly and supportive team. This is an opportunity for someone who enjoys working in a busy school environment and takes pride in providing a high-quality administrative service. The successful candidate will play a key role in supporting the day-to-day operation of the school and ensuring a welcoming and experience for pupils, families, staff and visitors.

Our school is part of the Diocese of Chichester Academy Trust, whose vision is to help every child achieve their God given potential. Applicants must be willing to fully support and contribute to the school's Christian ethos.

Our pupils want someone who is:

- *organised and efficient;*
- *friendly and approachable;*
- *able to communicate effectively with a wide range of people;*
- *adaptable and able to manage a varied workload;*
- *confident using Microsoft Office and digital systems;*
- *above all, professional, positive and kind.*

The successful candidate will be responsible for providing administrative support across the school, acting as first point of contact for parents, staff and visitors, maintaining accurate records and supporting a range of school business functions. Experience of working in an administrative, reception or customer facing role is essential and previous experience in a school environment would be an advantage.

If this is you, we can offer:

- *A welcoming and supportive staff team;*
- *The opportunity to work in a caring and innovative school;*
- *Ongoing professional development and training;*
- *The chance to make a real difference in the lives of children and families;*
- *A positive and collaborative working environment.*

All Saints C.E. Junior Academy is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check and other safer recruitment checks.

Closing Date: 7th October, 2026

Interview Date: 12th October, 2026

Any queries regarding the post should be directed to the school office on 01424 421397 or by email to office@asj.academy. Completed applications should be returned to casson@asj.academy.

All relevant documents and the applicant pack for this role can also be found on the school website.



Diocese of Chichester Academy Trust, Diocesan Church House, 211 New Church Road, Hove, BN3 4ED
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