



Learning & growing together,
taking every opportunity.

ACHIEVE - RESPECT - ADVENTURE

School Administrator at Grade C

Hours per week: 21

Weeks per year: 39

Rate of pay: £13.26 - £13.69/hour

Deadline for applications: 27/01/2026

Interviews: Week beginning 02/02/2026

We are looking for an enthusiastic and hard-working individual to join our busy, friendly administration team. The successful candidate will work as part of our small team, under the direction of the School Administration Manager. We aim to provide an outstanding administration service to the school and wider community and are looking for someone who will share this commitment.

The post is very varied, incorporating a wide range of administrative and other tasks. Please see the job description for full details. The applicant must work well in a team, be able to cope with the demands that come with a busy school office and be flexible to move between tasks as needs arise. Good numeracy, literacy and IT skills are essential, including MS Office 365 and MS Excel (you should be able to use basic formulae). Training will be provided where needed and we welcome candidates who have not worked in a school before.

We can offer:

- A friendly, welcoming, supportive team
- A varied and interesting workload with support to develop new skills
- To be part of a caring and vibrant community
- A modern site in a lovely setting near Sidmouth

The post is part-time, for 21 hours per week, 39 weeks per year, spread over 3 days as follows:

Tuesday 08:30 – 16:00

Wednesday 08:30 - 16:00

Friday 08:30 – 16:00

There may be some flexibility with the Tuesday but Wednesday and Friday are not negotiable.

There may be additional hours available to cover staff absence, as and when required.

Visits to the school are very much encouraged and interested candidates are invited to make an appointment to visit the school with Mrs Angela Nash, School Administration Manager, on 01395 568300.

Please download an application pack from Devon Jobs (www.devonjobs.gov.uk) or the school website: https://www.newton-poppleford.devon.sch.uk/web/job_vacancies_at_newton_poppleford/155061 and return by email to: admin@newton-poppleford.devon.sch.uk or by post to Newton Poppleford Primary School, School Lane, Sidmouth, Devon, EX10 0EL.