

Administration Officer

Summerfields Primary School, Atkinson Drive, Newport, Isle of Wight, PO30 2LJ

Grade 5 **£10505.68 to £10673.60 per annum (actual salary)**

Hours: **16.45 hrs per week, Term Time plus 7 days**
(Working hours 12:45pm-4:15pm, Monday-Thursday & 12:45-3:30pm Friday)

Contract Type: **Permanent**

Start Date: **As soon as possible**

Would you like to come and join our friendly and hardworking team? We are seeking to appoint an Administration Officer who is committed, self-motivated, flexible and who can work as part of a team.

You will become part of the 'face of the school' so a cheerful disposition would be an advantage as this position will at times be customer facing. You will demonstrate that you are willing to give that little bit extra to provide effective and efficient support to parents and the school community.

We can offer the right person high quality professional development opportunities, a friendly and dedicated staff team, well behaved and well-motivated children, an Ofsted 'Good' school and a positive and inclusive ethos.

We are looking for someone who:

Has a willingness to learn on the job

Enjoys working as part of an inclusive team

Has a strong commitment to supporting the work of education leaders to achieve the best possible outcomes for all children

We can offer:

A supportive Governing Body which is outward looking, ambitious and supportive

A supportive, dedicated and motivated staff team who are committed to driving school improvement

A thriving and successful learning community underpinned by school values

If you wish to tour the school, please e-mail the office with a date and time that you would like to visit - office@summerfields.iow.sch.uk

For further information please contact the school office on Tel: 01983 525085. Application packs can be downloaded from the school website www.summerfieldsprimary.co.uk. Please return completed applications to the school marked for the attention of the Head Teacher.

PLEASE NOTE: Not all school staff are employed directly by the Isle of Wight Council, you can ask on application who the employer for this role will be.

Find out more about working for the Isle of Wight Council and living on the Island [here](#).

The Isle of Wight Council protects its employees from discrimination and this is supported by the [Unacceptable Behaviour Policy](#), [Employee Code of Conduct](#) and [Behaviours Framework](#). We actively promote the diversity of our workforce and we provide flexible working options (where appropriate) to support the different needs of our employees.

The Isle of Wight Council's Terms & Conditions of employment are available upon request. Please contact our recruitment team via adverts@iow.gov.uk if you would like to receive a copy.

The Isle of Wight Council is an equal opportunities employer, proud to encourage applications from all cultures, backgrounds and abilities to better reflect the diversity within our local community. In addition to this, we are also a [Disability Confident Employer](#). Along with a number of other areas of commitments, this means that providing you meet the basic essential requirements of the advertised role and have declared yourself as disabled, you will be offered an opportunity for an interview within the council.

The management reporting line for this role is ultimately through the Isle of Wight Council Children's Services directorate.

This council and its schools recruit according to the council's Recruitment, Policy and Procedure and are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

In the interests of efficiency and economy, no further communication will be sent to you unless you reach the final shortlist. This means that if you do not hear from the recruiting manager within three weeks of the closing date, we regret that your application will not have been successful on this occasion.

Closing Date: Monday 7th September 2026 at 10am
Interview date: w/c Monday 14th September 2026