School Administrator and Personal Assistant to the Headteacher and Deputy Headteacher

Contract Type: Full time, term time (33 weeks) plus additional 7 weeks part time

Hours: Monday to Friday 8:45am to 5:15pm

Salary: £27,000-£30,000

St John's is a thriving, co-educational independent day school for pupils aged 2 to 16. We take immense pride in our warm, supportive educational environment.

We are seeking an organised, highly dependable and efficient Executive Assistant to join our staff. The successful candidate will play an important role in the smooth running of our school, providing daily, responsive, administrative and clerical support for the Headteacher and Deputy Headteacher. In addition, working closely with the Designated Safeguarding Lead (DSL), the successful candidate will monitor attendance and oversee safeguarding processes (transfer and training) as well as overseeing the annual policy review process.

The successful candidate will demonstrate:

- A high degree of discretion, integrity and efficiency.
- Strong attention to detail and effective record keeping.
- A proactive approach to seeking missing information and to problem solving.
- A willingness to be a member of the school office team providing responsive administrative and clerical support for the school.
- Exceptional organisation with high attention to detail, accuracy, the ability to prioritise tasks and to ensure absolute discretion and confidentiality.
- An ability to use Engage and CPOMS. (Training will be provided if needed).
- A secure understanding of Attendance and Safeguarding regulations.
- Excellent verbal and written communication skills for communicating with staff, parents, external agencies and inspection teams.
- The ability to work in a fast-paced, ever-changing environment where no two days will ever be the same.

We offer:

- A welcoming, highly collaborative, and staff-focused community.
- A supportive working environment where your contributions are genuinely valued.
- Complimentary school lunch.
- On-site parking.

Application Process
To apply, please complete the application form available on our website: www.stjohnsschool.net. Early applications are strongly encouraged, as we reserve the right to close the vacancy early upon finding the ideal candidate.

Please contact Mrs Fleming, Deputy Headteacher and DSL, if you have any questions about the role: a.fleming@stjohnsschool.net

- Closing Date: Thursday 26th November 2026
- Interviews: Monday 30th November 2026
- Start Date: 4th January 2026

Important Safeguarding Information
We are fully committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. To ensure this, our recruitment and selection policy follows both local and national guidance.

All offers of employment are subject to the receipt of satisfactory references, satisfactory online searches, and an Enhanced DBS check, and where applicable, a prohibition from teaching check.

In compliance with Safer Recruitment guidelines, CVs cannot be accepted. Please complete an electronic application form. We must have the full contact details of two referees, including their name, address, telephone number and email address. Please note that we will write to the Headteacher for all education references. Incomplete application forms will not be considered.