



Our Lady of Peace Catholic Primary and Nursery School

'With Christ in our hearts, together we grow'

Headteacher: Mr N Stopps

Derwent Drive, Slough
Berkshire, SL1 6HW
Tel: 01628 661886

Administrative Officer

Required to start September 2025

Fixed Term, term-time only contract for 2 terms from September 2025, in the first instance

Job Salary: based on experience: Pay Level 4, SCP 8 – 12 (£25,992 - £27,711 plus local fringe weighting, pro rata)

Hours: Part-time, 20 hours per week, mornings only, Monday - Friday

The Headteacher and Interim Executive Board are seeking to appoint an Administrative Officer to join our friendly Admin Team, who will be responsible for recording, monitoring and reporting on attendance to support the Headteacher to improve attendance levels and reduce persistent absence. The role will involve working with children, parents and carers and you will be responsible for the administrative support needed to promote whole school attendance and achievement. The successful candidate will also support and promote pupil welfare within the school, ensuring that medical records and health care plans are kept up to date and providing first aid. In return we offer the opportunity to work in an innovative and supportive environment, working as part of a wider team of school based and external professionals.

The successful candidate must have relevant experience of working with young people within education or be able to offer evidence of ability to succeed in this role.

In return we offer:

- A positive and caring ethos.
- A team of hardworking, dedicated and friendly staff where everyone is valued.
- A commitment to continuing professional development
- Exceptional behaviour
- Employee Wellbeing and Assistance Scheme
- Continuing professional development (CPD)
- On-site parking
- Outside area to enjoy lunch in the Summer
- Catering facilities (home cooked & reasonably priced)
- A supportive Senior Leadership team

Email: post@olopprimary.co.uk

<http://www.olopprimary.co.uk>

*In partnership with The Diocese of Northampton and Slough Borough Council, Department of Education
Our Lady of Peace Catholic Primary and Nursery School has a commitment to safeguarding and promoting the welfare of children*

Visits by prior arrangement are warmly welcomed. Further details and application forms are available on our website www.oloopprimary.co.uk If further information is required, please contact Mrs Linda Shoard: sbm@oloopprimary.co.uk

Only applications submitted on the School's (CES) application form will be accepted and can be emailed.

Closing date: Friday 27th June 2025

Interview date: Tuesday 1st July 2025

Applications from all faiths welcome. Applicants may be called to interview prior to the closing date.

The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. Appointment is subject to a satisfactory enhanced DBS disclosure and pre-employment checks.

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We're working
towards Artsmark
Awarded by Arts
Council England



Artsmark
Silver Award
Awarded by Arts
Council England