Fern Academy Trust

CEO : Emma L Blankley

Marlbrook School, Green Croft, Redhill. Hereford. HR2 7NT

Tel : 01432 266643 Email : eblankley@fernacademytrust.co.uk

Level 3 Administrator Required
O4HC SCP 4 – 6 (£8,842.63 - £9,332.96 per annum)
15 hours - 8am to 4pm Thursday and Friday, Term Time Only
Start date 4th January 2027

We are seeking to appoint a hardworking, adaptable and motivated Level 3 administrator to join our very busy office team.
Whilst, the ideal applicant will have previous experience working in a school admin department, a willingness to learn and a friendly, outgoing personality make up for lack of experience, as full training will be given. However, all applicants will need to have a GCSE (or equivalent) Grade C or above in Maths and English.

Key duties:

- general admin tasks;
- reception and telephone duties;
- welcoming visitors and parents - warmly and professionally;
- maintaining manual and computerised records using Word and Excel;
- Support the day-to-day financial administration of the Trust
- Contribute to the smooth operation of the school office
- Maintain confidentiality and professionalism at all times

The Ideal Candidate:

- Has experience of financial administration (school experience desirable but not essential)
- Is confident using office IT systems
- Has excellent communication and interpersonal skills
- Works accurately and efficiently
- Understands the importance of confidentiality within a school setting
- Is able to work both independently and as part of a team

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. This organisation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks, satisfactory references and clearance from the Disclosure and Barring Service at Enhanced Level will be required.

The closing date for receipt of applications is: Monday 16th November 2026 12noon
Interviews will be held at Marlbrook Primary School on: week commencing 23rd November 2026

Please email admin@fernacademytrust.co.uk for an application pack or to request a visit.