



Job Opportunity: Admin Office Staff (Casual) – Whitley Park Primary and Nursery School

Location: Whitley Park Primary and Nursery School, RG2 7RB

Hours: Casual, term time only

Salary: RG3 SCP 5 (£25,583 FTE £13.26 per hour)

Actual salary will be pro rata, based on casual hours and weeks worked

Join Our Dedicated Team!

Whitley Park Primary and Nursery School is a vibrant, inclusive community where children are placed at the heart of everything we do. We are currently seeking reliable and organised **Casual Admin Office Staff** to join our busy school office team. This flexible role is ideal for someone with strong administrative skills who enjoys working in a welcoming and supportive school environment.

Key Responsibilities:

- Act as a first point of contact for visitors, parents, and staff.
- Manage telephone calls and emails in a professional manner.
- Provide general administrative support including data entry, filing, photocopying, and record-keeping.
- Assist with the preparation of letters, reports, and school communications.
- Support the wider office team with tasks as needed.

What We're Looking For:

- Are well organised and able to manage a variety of tasks.
- Have excellent communication and interpersonal skills.
- Are confident using IT, particularly Microsoft Office.
- Can work flexibly as part of a team.
- Have previous office or administrative experience (experience in a school setting is desirable but not essential).
- A commitment to safeguarding and promoting the welfare of children

Why Join Us?

- Flexible working, casual hours during term time only.
- A friendly, inclusive, and supportive school environment.
- Opportunities to gain valuable administrative experience in education.
- Opportunities for professional development
- A role that makes a real difference in children's education
- Term-time/Flexible/Casual working pattern to support a healthy work-life balance

Should you wish to arrange a visit to our school or to request an application pack or for further information, please contact:

Wendy Owen Admin Assistant– Adminasst@whitleypark.reading.sch.uk 0118 937 5566

<https://www.whitleyparkprimaryschool.co.uk/>

Applications will be reviewed as they are received, and interviews scheduled. Early applications are encouraged, as the school reserves the right to close the vacancy once a suitable candidate is appointed.

Whitley Park Primary and Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check, online searches and satisfactory references.