



Job title:	School Office Administrator	Position Type:	Term Time
Location:	Yew Tree Farm School, Bredgar	Hours:	8.45-3.15 32.5 hrs per week
Level/Salary range:	KR5 £24,040 pro rata (£20,835)	Days:	Mon-Fri
Job description:			

About Us

Yew Tree Farm School is an Independent Special School and working farm, dedicated to supporting young people who struggle in traditional school environments. Our farm-based curriculum fosters learning, resilience, and a love of the outdoors. We are a friendly, growing team with a collaborative ethos and a strong appreciation for tea, baked goods, and teamwork.

Role Overview

We are seeking a reliable and organised **Part-Time Office Administrator** to join our on-site office team. The successful candidate will play a vital role in the day-to-day operations of the school, supporting staff, students, and visitors while ensuring administrative tasks are managed efficiently and professionally.

Key Responsibilities

- Perform clerical duties, including filing, answering telephone calls, and responding to emails.
- Process customer and supplier invoices accurately and promptly.
- Assist the Safeguarding Lead in maintaining up-to-date records.
- Manage procurement activities, including ordering supplies.
- Handle bookkeeping, budgeting, and financial administration.
- Oversee social media accounts and manage website updates.
- Interact with visitors, including parents, external agencies, and delivery personnel.
- Maintain pupil records: create files for new starters, archive leavers' files, and update contact details.
- Address and resolve queries from parents, staff, and pupils.

Qualifications and Skills

- **Essential:**
 - Reliable, trustworthy, and able to work independently and as part of a team.
 - Strong organisational and multitasking skills.
 - Excellent communication and interpersonal skills.
 - Proficiency in Microsoft Office (Word, Excel, Outlook) and other IT tools.
 - Understanding of data protection and confidentiality requirements.
 - Commitment to Yew Tree Farm School's ethos and values.
 - Good literacy skills.
- **Desirable:**

- Previous experience with accounting software.
- Experience in a similar administrative role.

Working Environment

Please note that our on-site office is located on a working farm. As a result, the office environment can be **cold, drafty, and often dirty** due to the nature of the farm surroundings. We recommend a practical and adaptable approach to these conditions.

What We Offer

- The opportunity to work in a unique, supportive, and collaborative environment.
- A chance to be part of a dynamic team contributing to meaningful education and life skills development.

Additional Information

At Yew Tree Farm School, we pride ourselves on creating a welcoming and inclusive community. While administrative duties are the primary focus of this role, a willingness to embrace the lively, hands-on nature of our farm environment is valued.

How to Apply

To apply, please send your CV and a cover letter outlining your suitability for the role to office@yewtreefarmschool.co.uk by 5th February 2025.

We look forward to welcoming a new member to our friendly and dedicated team!

Interested candidates are encouraged to send a covering letter and CV to office@yewtreefarmschool.co.uk

Reviewed by:	Olivia Williams	Date:	21/01/25
Approved by:	Edwina Grix	Date:	21/01/25