

# Administrative Officer - Ogmore Vale Primary School

School:	Ogmore Vale Primary	Posted:	28th May 2025
Location:	Aber Road, Ogmorevale, Bridgend, Bridgend CF32 7AJ	Expires:	12th June 2025 12:00 AM
Contract Type :	Permanent	Start Date:	30th May 2025
Salary:	£ 12,222.00 per year	Job ID:	1488775
Hours:	Full Time	Job Reference:	17534



Administrative Officer - Ogmore Vale Primary School  
Job description  
20 hours per week

An enthusiastic and motivated individual is required to work as an Administrative Officer, at the above School. Applicants should be qualified to NVQ Level 2 or equivalent plus sound experience and understanding.

The successful candidate will undertake a broad range of administrative, clerical and financial duties will be fully computer literate and possess excellent word processing skills. Familiarity with the SIMS package and knowledge of school finance systems / packages is essential.

The ability to greet customers through the medium of Welsh is a requirement for this post.

Protecting children, young people or adults at risk is a core responsibility of all council employees.

An Enhanced with Childrens Barred list criminal records check by the Disclosure & Barring Service (DBS) is a requirement for this post.

Closing Date: 12 June 2025

Shortlisting Date: 13 June 2025

Interview Date: 23 June 2025

[Benefits to working at Bridgend County Borough Council](#)

[Job Description & Person Specification](#)

**Safeguarding Statement:**

Ogmore Vale Primary is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.