

School Administrator

School:	Clyst Heath Nursery and Community Primary School	Posted:	6th June 2025
Location:	Royal Crescent, Clyst Heath, Exeter, Devon EX2 7QT	Expires:	30th June 2025 11:59 PM
Contract Type :	Permanent	Start Date:	As Soon As Possible
Salary:	TBC	Job ID:	1491610
Hours:	Full Time, Term Time		



Clyst Heath Nursery and Community Primary School

School Administrator

Be at the Heart of School and Trust Operations!

School Administrators – 2 Roles Available | Exeter | Start ASAP

Are you a people person with a passion for organisation? Join our dynamic admin team at Cornerstone Academy Trust and help support over 2,500 pupils and their families across our seven schools.

Your Role

- Be the friendly face at reception and the helpful voice on the phone.
- Manage key admin functions using Microsoft 365 and our MIS systems.
- Support a wide range of services including nurseries, transport, catering, and clubs.

Specialist Focus Areas:

- Post 1 – Nursery Administration: Manage applications, funding returns, and invoicing.
- Post 2 – HR Administration: Handle recruitment, staff onboarding, payroll updates, personnel records, arrange meetings and take minutes.

Both these roles come with training and career development opportunities. Whilst you will be responsible for these focus areas you will be part of the wider admin team and will therefore also support in the overall administration of the Trust.

What You'll Bring

- Excellent communication and interpersonal skills.
- Strong IT skills and attention to detail.
- A proactive, can-do attitude and a love for multitasking.
- A skill for managing under pressure and achieving deadlines

What We Offer

- Salary: £26,000 FTE | Actual: From £22,300 (term time)
- Hours: 8:30am–5:00pm, Monday to Friday

Perks:

- Heavily discounted childcare
- Health and cycle-to-work schemes
- Generous pension scheme
- Subsidised meals and from our in-house chefs
- Free tea and coffee
- Commitment to ongoing professional development
- State-of-the-art IT equipment

Apply Today

[Be the first to apply for this role](#)

Interviews arranged upon receipt of suitable applications

Please complete the online application form

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

An enhanced Disclosure and Barring Service check is required for all our posts. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Please note online searches may be done as part of pre-recruitment checks

We look forward to receiving your application and hopefully meeting you as part of the recruitment process.

Safeguarding Statement:

Clyst Heath Nursery and Community Primary School 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.