



Naphill and Walters Ash School
Kilnwood, Walters Ash, High Wycombe, Bucks, HP14 4UL
Headteacher: Kerenza Gwynn
01494 562813
office@nap-walt.bucks.sch.uk
www.naphillandwaltersashschool.co.uk

Part-time Administration Assistant – Naphill and Walters Ash School

Working pattern: 5 mornings (8:30am–12:30pm) and 2 afternoons (1:00pm–4:00pm)

Salary: Range 3, Point 16 – £28,129 FTE

Actual salary: £16,345.77 per annum (pro rata, term-time only)

We are seeking a friendly, organised and enthusiastic Administration Assistant to join our dedicated team, working in our busy school office.

This role is central to the smooth day-to-day running of the school and provides an important first point of contact for pupils, parents, staff and visitors. The successful candidate will support a wide range of administrative functions, maintain accurate records and provide a professional and approachable service to the whole school community.

The position is varied and fast-paced, requiring excellent organisational skills, attention to detail and the ability to juggle several tasks at one – ideally with a smile and a sense of humour along the way. The successful candidate will work closely with the Headteacher, leadership team and staff to ensure the smooth operation of the school office.

We are looking for someone who:

- Has excellent interpersonal and communication skills
- Is highly organised with strong attention to detail
- Can manage competing priorities and work effectively in a busy environment
- Is flexible, proactive and able to use their initiative
- Can maintain accurate records and produce timely administrative reports
- Demonstrates a positive, friendly and professional approach

Candidates should be confident in the use of Microsoft Office and general IT systems. Experience of using SIMS would be advantageous, although training and support will be provided. Experience of working in a school environment is desirable but not essential.

This is a rewarding role within a supportive school environment and would suit someone who enjoys working as part of a team while providing an efficient and welcoming service to the school community.

School offices are busy places but also sit at the heart of the school. If you enjoy variety, working with people and helping keep everything running smoothly, we would love to hear from you.

Naphill & Walters Ash School are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Successful candidates will be asked to apply for an enhanced disclosure from the Disclosure and Barring Service prior to commencement.

For more information about our school, please visit our website: www.naphillandwaltersashschool.co.uk

Please contact the school office on 01494 562813 or email sbickerton@nap-walt.bucks.sch.uk for an application form.

Closing Date: **Monday 13th April 2026**