

School Administrator

Reference	LATADMFT2627
Location	The Damara School, The Maltings, Raymond Street, Thetford, IP24 2EA
Salary	LATS 1 £19,656 (full time equivalent if worked 35 paid hours per week; 44.2 paid weeks per year)
Working hours per week	Full-time = 35 hours per week (8.15 -15.45 which includes an unpaid 30-minute break per day)
Working weeks per year	Full-time = 40 weeks per year (38 term time + 5 days CPD + 5 days) (gross salary includes 4.3 weeks holiday entitlement to be taken out of term time)
Contract type	Full time, permanent
Start date	January 2027 or sooner
The employer	The Lotus Academy Trust
The school	The Damara School
Contact	office@lotustrust.org.uk / 01842 773673 (for an application pack, informal chat, to book a visit)

Do you like working with children with a sense of humour? Do you want to work in a creative, forward-thinking and respectful educational environment? Then, The Damara School is the place for you – [Take a look!](#)

The Damara School is a specialist SEMH school located in the centre of the historic town of Thetford that caters for 32 children aged 5 – 16.

Are you organised, approachable, and passionate about making a difference in a small school community? The Damara School is seeking a dedicated School Administrator to join our friendly team and help ensure the smooth running of all aspects of school life. You will be the first point of contact for families, visitors, and staff, running our busy reception and visitor management system in line with safeguarding protocols. Your responsibilities will include pupil attendance tracking and reporting, managing school emails and phone calls, supporting HR processes from recruitment through induction, and coordinating the administration for school trips and visits. You will also oversee school stock and resources, manage deliveries, maintain accurate pupil records, and ensure all processes meet statutory safeguarding, data protection (GDPR), employment, and health & safety legislation. The job role could be modified to the skills and strengths of the successful candidate.

What we offer:

- A welcoming, inclusive, and nurturing school community
- Opportunities for further professional development and leadership growth
- Supportive colleagues, governors, and external partners
- The chance to make a significant impact in a small school setting
- Continuing professional development (CPD) and career development opportunities
- A [location](#) easily accessible from the A11 with the school 10 minutes away
- Access to free parking available near the school

Key responsibilities:

- Run the school reception, greeting all visitors and managing entry in line with current safeguarding legislation and guidance
- Track and report pupil attendance daily, ensuring all records are accurate and in line with statutory guidance
- Manage the school's emails and phone systems, responding promptly and professionally to all enquiries
- Support recruitment processes, including advert placements, shortlisting, reference checks, and pre-employment checks administration
- Oversee the ordering, receipt, and management of school stock and resources
- Oversee the administration of school trips and visits from proposal approval to bookings, registers, and on-trip documentation
- Maintain accurate records for all statutory premises responsibilities to ensure compliance

Only applications submitted on the Trust application form will be accepted. This post is subject to a three (3) month probationary period.

Our commitment: The Damara School is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be carried out as part of the recruitment process. We are an equal opportunities employer and welcome applications from all suitably qualified individuals.

To apply or to find out more, please contact the school office or visit our website.