



School Administrator
Collaton St Mary C of E Primary School
NJC Torbay Grade D 6 actual salary £19,130
32.5 hours per week – 08.15 – 15.45 Monday - Friday
Permanent for 38 weeks a year
Start date 02.11.2026 or sooner by agreement

The Academies for Character and Excellence has twenty primary schools across Devon and Somerset making up a dynamic and innovative learning organisation.

We live our mission and return to this constantly to help guide every action. At the heart of all we do is the pursuit of excellence; we want to grow an exceptional trust, comprised of excellent schools. We are achieving this through our shared core values of collaboration, community, integrity, equity, and, of course, uncompromising excellence.

We are truly collaborative, and we work together within and across our schools to ensure that all our children and members of staff achieve their potential. Together, we work to create a full and rich curriculum that allows everyone to flourish, translating our vision of excellence into our everyday practice. We are proud of our outcomes, but we aspire to achieve more than just academic excellence for our children. We also want our children to become healthy thinkers, curious explorers, caring citizens, knowledgeable participants, and confident individuals.

We aim to serve our communities, and our schools make every effort to connect with families, local community groups, and organisations to ensure that our children and families are nurtured, supported and provided with opportunities through our schools.

Our value for equity leads us to want the very best for every child and every member of staff. The Academies for Character and Excellence believes in 'Personal Growth for All' and we are committed to tackling inequalities, overcoming disadvantage and providing bespoke opportunities for professional learning for all.

We are looking to appoint a well-organised, reliable and competent person to become our School Administrator at Collaton St Mary C of E Primary School. Can you combine excellent organisational and administrative skills with a positive outlook and friendly disposition? Do you enjoy working as part of a team as well as independently? Do you have experience working in a similar role within a school? If so, we would be interested in hearing from you.

The successful candidate will be dynamic and have excellent interpersonal and communication skills, will understand the importance of confidentiality and discretion, will be adaptable, flexible and enjoy the variety and challenge of working in a small but busy office. They will have excellent IT skills, including competence in using Microsoft Office. Bromcom and school office experience would be desirable but not essential.

Interested? If you feel you want to join a school with a supportive and highly skilled teaching and support team and if you can inspire children and enable them to reach their full potential, then please send in your application. We offer excellent development opportunities for all staff throughout their careers.

We are committed to safeguarding and the welfare of children and young people, and we expect our staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.

An application and equal opportunities form is available to download from our website www.acexcellence.co.uk/ace-trust-vacancies or on request by emailing recruitment@acexcellence.co.uk Applications must be completed and emailed to recruitment@acexcellence.co.uk by **9am on Friday 25th September 2026** with interviews to be held on **Wednesday 30th September 2026**.