

North Heath Community Primary School
Erica Way Horsham West Sussex RH12 5XL

Contract Type: Office administrator including attendance and admissions
Term-time only 8:30am-4:00pm
Contract Term: Permanent (following a probationary period)
Start Date: Wednesday 2 September 2026

We are a friendly, community-based school in North Horsham and are looking to recruit a positive and caring person for our school office team. Our ideal candidate will be someone with excellent communication skills who builds strong relationships and is flexible in adapting to changing priorities. The main responsibilities of this position will be overseeing attendance and admissions within the school, including liaison with parents and carers as well as the headteacher and relevant members of staff. Training in these areas can be provided for the right candidate.

There is potential for this role to extend to include a greater pastoral role involving Family Engagement. This would further enhance attendance within the school and offer greater support to our families.

If you would enjoy joining our friendly, supportive team and working within our calm, child-oriented school from September 2026, we look forward to hearing from you.

We can offer you:

- Welcoming, friendly and supportive staff
- A pleasant, calm working environment
- A commitment to your professional development

The successful candidate will be able to demonstrate:

- The desire to work as part of a team
- Effective and timely communication with a range of stake holders
- A consistent, organised approach with clear planning skills
- Effective prioritisation of work tasks
- The ability to read, digest and follow legislation relating to school admissions and attendance

All applications will be considered and we look forward to hearing from you. Please email office@northheathprimary.co.uk or ring our office on 01403 254790 if you would like to arrange a visit.

For more information about us, please visit our website www.northheathprimary.co.uk

This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.

Closing date for applications: 12 noon, Wednesday 1st July 2026
Interviews will be held on Monday 6th July 2026