

School Office Admin Assistant



Nascot Wood Infant & Nursery School, Watford

Grade: H3

Salary: £26,427 per annum (full-time equivalent), pro rata for 12.5 hours per week, term-time only

Hours: This is a part-time position working 2.5 hours per day, five days per week **(8:30am to 11:00am)**

Proposed start Date: November 2026 (subject to satisfactory references, pre-employment checks and an enhanced DBS disclosure)

Application closing date: Wednesday 21 October 2026

Interview date: Tuesday 10 November 2026

Be the friendly face at the heart of our school

Nascot Wood Infant & Nursery School is seeking an organised, enthusiastic and personable School Office Admin Assistant to join our dedicated and supportive team.

This is a wonderful opportunity for someone who enjoys working with people, thrives in a busy environment and takes pride in delivering excellent customer service. As the first point of contact for many families and visitors, you will play a vital role in helping children, parents, staff and the wider school community feel welcomed, supported and valued.

No two days are the same. From greeting visitors and supporting parents, to managing attendance records, communications and school systems, you will be at the centre of school life and make a real difference every day.

We are looking for someone who:

- Is warm, welcoming and enjoys working with people.
- Has excellent organisational and administrative skills.
- Can remain calm, flexible and professional in a busy environment.
- Has strong ICT skills and is confident learning new systems.
- Communicates effectively, both verbally and in writing.
- Is highly organised, accurate and able to prioritise competing demands.
- Can maintain confidentiality and handle sensitive information appropriately.
- Works well as part of a team and is willing to go the extra mile.

Key responsibilities include:

- Providing a professional and welcoming reception service.
- Responding to telephone enquiries, emails and parent communications.
- Greeting and supporting visitors while ensuring safeguarding procedures are followed.
- Managing daily attendance registers, lunch numbers and pupil records.
- Making first-day absence calls and supporting attendance monitoring.
- Maintaining accurate information on Arbor and other school systems.
- Preparing and sending newsletters, letters, emails and text communications.
- Processing deliveries and managing general office administration.
- Supporting the Headteacher, staff and wider school community with a range of administrative duties.

We can offer:

- Friendly, supportive and dedicated colleagues.
- A welcoming and inclusive school community.
- A commitment to staff wellbeing and professional development.

- A varied and rewarding role where no two days are the same.
- The opportunity to make a genuine difference to children's school experience.

About Our School

Nascot Wood Infant & Nursery School is a popular and successful two-form entry infant school with a 26-place nursery. We are proud of our caring ethos, strong community relationships and commitment to ensuring every child feels happy, safe and able to flourish.

Safeguarding

Nascot Wood Infant & Nursery School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check and satisfactory references.

Visits to the school are warmly encouraged and welcomed.

Contact details:

Sallyann Applegarth (Headteacher)
Nascot Wood infant and Nursery School
Nascot Wood Road
Watford
WD17 4YT

For further information or to arrange a visit, please contact the school office on **01923 239653** or email **admin@nascotwoodinfants.herts.sch.uk**.