



School Office Administrator Vacancy

Employer: Leeds City Council / Highfield Primary School

Contract Type: Permanent

Hours per Week: 21 hours per week (8:30 to 4 pm Tues, Wed & Fri).

Salary Scale: B1.4 (Actual Salary £11,609)

Responsible to: School Business Manager

Closing date: 12.00 midday on Wednesday 9th July 2025

Highfield is an outstanding school and is situated in the outskirts of North Leeds, in beautiful grounds, surrounded by green space and trees. We have 420 children on role between the ages of 4 and 11. We have a well-established team of friendly, helpful staff who have a multitude of skills and experience.

We are totally committed to inclusive education and are currently looking for a Part-time office/ finance to join our outstanding team of staff from 1st September 2024.

In return, we offer wonderful children, a well-resourced school, hardworking, friendly staff, supportive parents and governors and a commitment to personal development. The successful candidates will receive excellent support and guidance.

Interviews will be held on Wednesday 16th July 2025 and the closing date for this post is 12.00 midday on Wednesday 9th July 2025

Recruitment packs are available from Mr Patwant Singh (school business manager) at patwant.singh@highfield.leeds.sch.uk

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.

We promote diversity and want a workforce that reflects the population of Leeds.