



School Administrator

RG4m (scp11-22), £16,388.96 - £19,624.92 pa

25 hours / week, term-time only

Required 1st December 2026 / Job share considered / Hours negotiable

Ref. EPC 04/26

We are looking for an Administrator who is a keen team player with excellent organisational and time management skills. The successful applicant will be thorough, pay attention to detail and have excellent interpersonal and communication skills. The role requires someone who is able to multi-task in a fast-paced school office, working within a small team who are the first point of contact for the school. You will need to be able to interact with a wide range of stakeholders. Knowledge and experience of Arbor/ FMS packages would be useful but is not essential as training will be provided. Salary dependent on experience and qualifications.

EP Collier is a vibrant, friendly, multicultural school with a strong, positive ethos. Our staff and children benefit from belonging to an inclusive and nurturing learning environment – at EP Collier everyone is valued as an individual.

Visits to our distinctive and forward-thinking community are warmly welcomed so that you can meet us and see how we work. To arrange a visit, please contact the school. You can find out more about our school and find an application pack on our website, www.epcollier.reading.sch.uk

Closing date: Tuesday 10th November 2026

Interview date: Monday 16th November 2026

Applications will be considered on receipt and the school reserves the right to interview suitable candidates before the closing date.

Please do not send a CV, for the purposes of equal opportunities we can only accept Reading Borough Council application forms.

EP Collier aspires to be an actively anti-racist organisation. We recognize our aspiration as ongoing, involving collective commitment and accountability. We welcome employees who are committed to and will actively contribute to our efforts to celebrate our cultural diversity and be resolute in advancing inclusion and equity. We encourage candidates who share our ambition to apply and we welcome applications from those with protected characteristics.

We are committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check and staff childcare disclosure declaration.