



Ysgol Brynffordd
bfhead@hwbcymru.net
Headteacher: Mrs. Rachel Critchell BA Hons. P.G.C.E. NPQH)

School Secretary: Administration 4.3a
Required as soon as possible
Part-time: 27 hours per week term time only

Salary and Conditions of Service in accordance with National Joint Council for Local Government Employees: Administration 4.3a Grade 2 Point 5-8 £25,583 - £26,824 FTE (Part time 27 hours)

- The Governors at Ysgol Brynffordd are seeking to appoint an enthusiastic, dedicated and organised person who will undertake the above administration role in our school. This is an essential role within our school team, with the individual being a key 'first link' with all members of our school community. The post holder's responsibilities will include providing a welcoming reception service, answering calls, dealing with face- to- face enquiries, maintaining records and completing daily administrative tasks delegated by the Headteacher. Please refer to the job description for specific detail.

What we offer

- A supportive and friendly working environment where wellbeing matters.
- Opportunities for training and professional development
- A role where you can make a real difference to the daily life of the school

What We're Looking For

- Excellent communication and interpersonal skills
- Strong organisational ability and attention to detail
- Confident IT skills, including Microsoft Office and digital systems
- Ability to work independently and as part of a team
- A positive, professional and welcoming manner
- Previous administrative experience (school experience desirable but not essential)

This position is for 27 hours per week termtime only.

The post holder must be able to work independently, being self-motivated and willing to work unsupervised, able to work as part of a team under direction where required and able to adapt to a busy working environment.

The key requisites of this position are professionalism, integrity and confidentiality.

The post holder must be approachable and friendly as they will be the first contact visitors will have with the school.

The successful candidate will be educated to a good standard, demonstrating very good literacy, numeracy and ICT skills.

Essential skills:

Good ICT skills familiar with Word, Excel Spreadsheets, digital management systems

A trustworthy and honest nature

Excellent communication skills and an ability to relate well to adults and children

Organised and efficient, able to prioritise work load

Flexibility and the ability to adapt in a busy working environment

Desirable skills:

Knowledge and experience of SIMS, Parent pay and P2P

Experience of working in a School Office or an Educational Setting

Intermediate level of the Welsh language or a desire to learn and promote Welsh

Completed Application Forms should be emailed to bfhead@hwbcymru.net for the attention of the Headteacher and Chair of Governors

Closing Date: 9am on Friday 19th June 2026

Interviews: Week beginning Monday 22nd June 2026

Opportunities to visit the school are welcome prior to applying for the position. Please phone the school office to arrange a visit.

Ysgol Brynffordd School has a commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All successful applicants will be required to undertake an Enhanced Disclosure via the DBS.

Due to the volume of applications, we receive, we are not always able to contact each applicant individually. Therefore, if you have not heard from us within 2 weeks of the closing date you should assume that your application has not been successful.

We have the right to withdraw this advert early should the position no longer be available