



Beechwood Primary Academy
Rockfield Avenue, Plymouth, PL6 6DX
01752 706361, HR@DiscoveryMAT.co.uk

School Office Administrator

Required from 16 November 2026 or as soon as possible

Grade C, £13.70-£14.14, FTE £26,427- £27,274, P/T hours of 25 hours per week, 39 weeks per year (term time plus one week), permanent contract.

Come and join our team! We are all looking forward to meeting our newest colleagues who will ensure our children receive the best education possible through a welcoming and organised approach. We know that our schools can only be as good as our staff team.

We are welcoming applications from colleagues with experience of working in administration or those with the aptitude and aspiration to be successful in this role. Colleagues will benefit from training and support appropriate to their experience to enable them to be experts in this important role.

As the successful member of the team will complement our current colleague schedules, we would like the successful applicant to initially work: Monday to Friday 11:00-16:00

We are a Trust that has started our journey towards excellence. We are looking for colleagues who will delight in moving schools forward with their enthusiasm and dedication. Our local communities and families deserve to be served by excellent staff who enjoy working in a dedicated team. We believe that our small Trust has the best combination of a family feel whilst still offering progression opportunities across a number of schools.

The workload and wellbeing programme is in its infancy. For the successful candidates, we currently offer free wraparound care for employee children and grandchildren in our schools and are due to implement wellbeing weeks during 2026. Our refurbishment programme is underway which will lead to inspiring environments for all staff and children. We are looking forward to meeting dedicated colleagues who will benefit from our School and Trust offers.

We encourage contact prior to application so we can answer any questions you may have. Please contact us at: hr@discoverymat.co.uk. For more information and to complete an application, please go to: <https://mynewterm.com/jobs/143311/EDV-2026-BPA-26095>

We may close this advert earlier than advertised if we find a suitable candidate before this date. We all look forward to welcoming you.

Discovery Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check, online searches and other pre-employment checks.

Closing date: Monday 12 October, 09:00