The LIBRA School

is dedicated to the care and education of 50 children (aged 5–18) with special educational needs specifically social, emotional and behavioural.

Administrator

Salary: £12.77- £14.13 per hour (£23,500 - £26,000 gross per annum FTE)
Hours: Monday to Friday, 8.00am – 4.00pm / 8.25am - 4.25pm, Full time 40 hours per week
Start Date: As soon as possible (Pending completion and clearance via Enhanced DBS check, as well as two satisfactory references)

46 paid weeks include:
39.2 weeks working onsite (Term Time and Inset days)
1.2 weeks* to complete administrative tasks that fall outside of term time, usually working from home.
5.6 weeks of annual leave including Bank Holidays

= 11+ non-working weeks per year!

Scope of the role

As part of the administration team you will be the first point of contact to parents and visitors and provide administrative support to ensure compliance and the smooth running of the business. This role offers an excellent opportunity for individuals looking to develop their administrative skills within a professional environment with scope to progress within the role.

Qualifications and Key Skills

- Good knowledge of IT skills including Microsoft office suite
- Effective Communication skills
- Ability to work as part of a team
- Good telephone manner
- Attention to detail and a proactive approach to problem-solving
- You must have the ability to prioritise and manage your workload meeting all deadlines where required
- To demonstrate confidentiality and handle sensitive information appropriately
- Be able to work pro-actively and unsupervised and take responsibility for the completion of jobs
- Work in accordance with LIBRA's policies, procedures and good practice
- Reception experience desirable but not essential

Benefits

- Working across term-time offering a fantastic work/life balance with 11+ weeks off per year!
- Modern office space situated on the edge of Exmoor National Park.
- A small friendly and supportive team with a positive culture
- Career development and training to help you achieve your career goals.
- Pension contribution to secure your future.
- 1000's of discount options valid in the UK and abroad via the Blue Light Card.

Interested?
You can find our application form and job description available on our website: www.libraschool.co.uk
The closing date for applications is Friday 6th November 2026

Libra is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including reference checks with past employers. This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all-previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed.