Great Chesterford C of E Primary Academy

School Street, Great Chesterford, Essex CB10 1NN
Telephone: 01799 530292

PART-TIME ADMINISTRATION ASSISTANT
Required for January 2027
Scale 4, SCP 8-9 (£27,709-£28,153 FTE)

We are seeking to appoint a professional, enthusiastic and highly motivated Administration Assistant to join our friendly and welcoming school office team.

The working pattern is **Monday, Tuesday** and **Friday, 8.30am–4.00pm, term time plus non-pupil days**.

We are looking for a flexible and organised individual with excellent interpersonal and communication skills, who can provide an efficient, effective and high-quality administrative service to support the smooth running of our busy school office.

The successful candidate will be proficient in Microsoft Office and possess excellent organisational skills, with the ability to manage competing priorities, use their own initiative and work effectively under pressure. The ability to communicate confidently, professionally and sensitively with a wide range of people is essential.

Our school office is a busy, fast-paced and ever-changing environment, where flexibility, resilience and a positive approach are key. No two days are quite the same, so the ability to adapt to changing demands while maintaining a calm and professional manner is vital.

The successful applicant will have:

- **A good sense of humour!** A positive outlook and the ability to contribute to a happy and supportive team.
- **A cheerful and positive attitude**, with the ability to remain calm, professional and approachable under pressure.
- **Excellent organisational skills**, with the ability to use initiative, take responsibility for tasks, prioritise effectively and manage their own workload.
- **Previous administrative experience** in a busy, fast-paced environment (essential).
- **Strong literacy and numeracy skills**, with GCSE grades 4–9 (formerly A*–C), or equivalent, in English and Maths.
- **Excellent IT skills**, including confidence and proficiency in Microsoft Office applications, particularly Word, Excel and Outlook.
- **The ability to communicate confidently and sensitively** with pupils, parents, colleagues, visitors and external agencies.
- **A flexible and adaptable approach**, with a willingness to support colleagues and respond positively to the changing needs of the school.
- Knowledge and experience of using **Arbor** would be an advantage, although full training will be provided.

Great Chesterford C of E Primary Academy has a strong focus on promoting Christian values and is part of Great Oak Multi Academy Trust.

To find out more about this exciting opportunity and our school, please visit http://www.greatchesterfordprimary.co.uk.

Please email your application or further queries to sdyster@greatchesterford.essex.sch.uk. Application form, job description and person specification can be downloaded via the school website.

Closing date: Midday on 20 November 2026
Interviews: 30 November 2026

Great Chesterford C of E Primary Academy is committed to the safeguarding, protection and welfare of children and young people and we expect all staff and volunteers to share this commitment. Following safer recruitment procedures, the successful applicant will be subject to satisfactory references and enhanced DBS checks.