Small school, big ambitions

Administration Assistant

Pay Scale Grade 3 LD 2.5
SCP5 annual salary £26427 (pro rata £8600.83)
14 hours per week over 2 days – Tuesday or Wednesday and Friday (hours to be confirmed), 39 weeks per year
To commence in post 1st February 2027

Bradfield Dungworth is a primary school for 3-11 age group, serving a large rural community, located just 6 miles from the centre of Sheffield. It is well regarded in the City and is part of Peak Edge, a Primary Phase Academy Trust.

Our school is a "good" school" as evidenced by the latest Ofsted in May 2023.

Bradfield Dungworth Primary School is a warm and welcoming school. Pupils, parents and staff are proud to be part of the school community. Positive relationships are at the heart of the school's approach to education.

We are looking for an enthusiastic and well-organised person with suitable experience or similar transferrable skills to become a Adminstration Assistant to work alongside our Business Support Officer in the school office. The successful candidate will need to demonstrate:

- A warm, caring nature with excellent communication and organisational skills to engage effectively with pupils, parents and carers, governors, staff and the wider community
- Efficiency, commitment and conscientiousness in carrying out business support tasks
- The ability to work effectively, often under pressure, both as part of the whole school's staff team and independently
- Good numeracy and literacy skills and well-developed ICT skills
- Relevant experience/qualifications – NVQ level 2 or equivalent qualification, or experience working in a busy office. Experience of working within a school setting is desirable but not essential

We can offer you

- A welcoming work environment
- Engaged and polite children
- A friendly and supportive staff team
- A committed, active and supportive Governing Board
- Active and engaged parents and carers
- A school with strong community ties
- Access to high quality professional development opportunities within school and across Peak Edge

For more information about the school visit : www.bradfielddungworth.sheffield.sch.uk

Visits to school are encouraged, please contact the school office if you would like to arrange one. If you are interested, please contact Liam Mitchell, Executive Headteacher via phone or email for further information j.hall@bradfielddungworth.sheffield.sch.uk or 01142851338.

Please return your application to j.hall@bradfielddungworth.sheffield.sch.uk

Closing date: Monday 14th December 2026 at 12.00 pm
Shortlisting: Monday 14th December 2026 PM
Interviews: Thursday 17th December 2026

Applications should be submitted using the attached application form (please contact the school if you require this document in a different format). In line with Safer Recruitment guidance, CVs will not be accepted, nor will applications submitted using forms other than that attached.

Bradfield Dungworth Primary School is committed to safeguarding and promoting the welfare and safety of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. All shortlisted candidates will be asked to disclose any relevant cautions or convictions prior to interview. The amendments to the ROA Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected' and are therefore not subject to disclosure to employers. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Please also note that an online search will also be conducted for shortlisted candidates prior to interview.

The successful candidate will be required to complete both an enhanced Disclosure and Barring Service check and a Children's Barred List check. Please note that it is a criminal offence to apply for this post if you have been placed on the Children's Barred List. Teaching and classroom support staff will also be subject to a prohibition from teaching check. Candidates are asked to read the school's safeguarding policy https://www.bradfielddungworth.co.uk/_resources/9ee1c9c3-722a-4262-8d43-3b3bb777db83

PEAK EDGE
ACADEMY TRUST