

Great Chesterford C of E Primary Academy

School Street, Great Chesterford, Essex CB10 1NN

Telephone: 01799 530292



PART TIME ADMINISTRATION ASSISTANT

Required for September 2025

Scale 4, SCP 7-8

We are seeking to appoint a professional and highly motivated Administration Assistant for our friendly school office. The post is for 21 hours per week working each Monday, Tuesday and Friday from 0830-1600, term time plus non-pupil days.

We require a flexible individual with excellent interpersonal and communication skills, who is capable of providing an efficient and effective administrative service for our busy school office. The candidate must be proficient in the use of Microsoft Office and must demonstrate excellent organisational skills with an ability to be flexible and be able to work under pressure. The ability to deal with people with confidence, sensitivity and good humour, at all levels, is essential to the role. The school office is a fast paced, sometimes pressurised, ever changing environment.

The successful applicant will have:

- A cheerful and positive attitude, with the ability to remain calm under pressure.
- The ability to use their own initiative, taking responsibility for tasks, prioritising, and scheduling their own workload.
- Experience of administration work in a busy and fast paced environment is essential.
- Strong literacy and numeracy skills (GCSE A-C or equivalent in Maths and English).
- Excellent computer skills including Microsoft Office (Word, Excel, Outlook).
- Knowledge of Arbor would be an advantage, however, training will be provided if necessary.

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 forms, job description and person specification can be downloaded via the school website.

Closing Date: 9am on Tuesday, 5 August 2025

Interviews: 13 August 2025

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.