

# ADMINISTRATION ASSISTANT (PART-TIME)

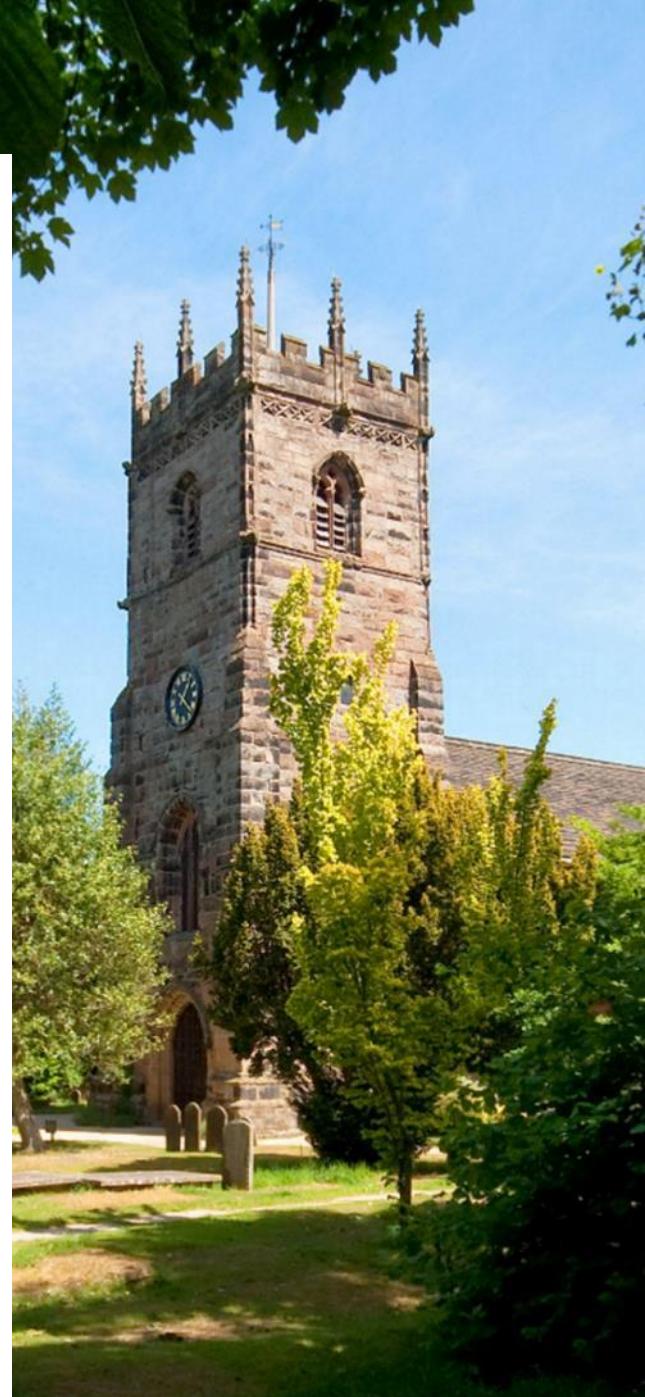
## APPLICATION PACK

Let your light shine that people may see your good deeds and praise your Father in heaven.

Matthew 5v16

**January 2026**

Prestbury CE Primary School





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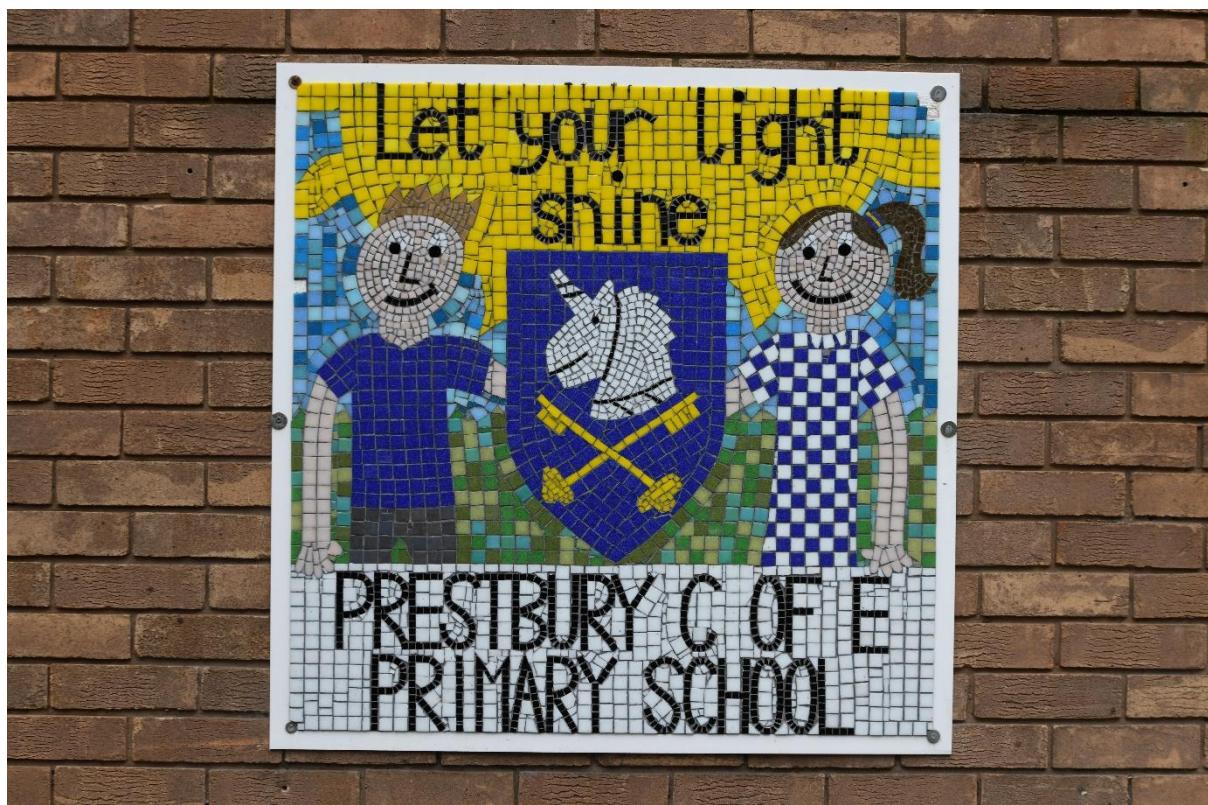
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# Welcome to Prestbury CE Primary School



Welcome to Prestbury Church of England Primary School.

It is our pleasure to give you a warm welcome to Prestbury Church of England Primary School. We have a fantastic staff team, supportive parents, strong community links, including with St. Peter's Church, and above all, great children who are a joy to be with. It is a joy and privilege to serve and be part of such a special school community as Co-heads.

We believe each child is unique, with different gifts, talents and personality and are passionate about being an inclusive school.

We are so pleased that as well as strong academic outcomes, with results significantly above national and in the highest 20% of all schools nationally, we focus on the whole child, with the school graded Outstanding for Personal Development in our most recent Ofsted report. Working in partnership with our families, Prestbury CE Primary school is a place where each child is able to flourish.

We consider our school to be a team which includes governors, staff, parents, children, the church, the local community and our friends in Kenya at the Open Arms Academy. We are blessed with our staff team and are looking for the right person to join our Office team.

If you have not yet had the opportunity to visit, we hope that you will accept our invitation to come and see for yourself. We look forward to meeting you.

**David Capener & Samantha Townes**  
Co-Headteacher

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## Safeguarding Statement

At Prestbury CE Primary School, the welfare of our children is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that they have applied for. If you are appointed to this post, the information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

All post holders are subject to a satisfactory Enhanced DBS and Barred List check. Our policy and practice are in line with the Department for Education's 'Keeping Children Safe in Education' Guidance 2024.





# Job Description

Job Title: Admin Assistant (Part-time/13 hours per week)

Term-time only.

Grade: 5

Term: Permanent

From: 26<sup>th</sup> January 2026 or as near as possible to this date

Accountable to: School Business Manager

The Governors of this forward-thinking school are looking to appoint a highly motivated person to the role, to add to our staff team. Prestbury Church of England Primary is a popular school in the heart of East Cheshire. The successful candidate will be joining a hardworking and dedicated team.

Alongside the day-to-day office tasks of welcoming people to school, answering phone calls and other jobs in school, the particular responsibilities of the role include:

School trips (process risk assessments using Evolve, liaison with staff, coordination with venue and transport company, communication with parents and ensuring payments are made)

Initiating and managing DBS checks for staff and volunteers

Making and updating staff ID cards as appropriate

Monitoring and ordering first aid supplies

Amazon / credit card ordering

The hours would be:

Monday 8.30-4pm

Wednesday 8.30-4pm

**Total: 13 hours per week**

We are looking to appoint a skilled, competent and committed individual to fulfil this role.

Our school vision statement 'Let your light shine' is at the heart of all areas of our school. The successful candidate would be determined to develop young children as valued contributors to a more caring and sharing society and have the very highest expectations of all pupils, both behaviourally and academically.

Our school received a Good Ofsted rating in all areas in 2025, with an outstanding grade for Personal Development.

We want to welcome the right person into our caring and mutually supportive team. As a Church School, we would welcome applications from practising Christians and those who would show commitment to supporting the school as a faith community.



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# Person Specification/Selection Criteria

**Job Ref:** AAAD5023

**JOB TITLE:** Clerical Assistant Grade 4

	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Qualifications</b>	NVQ level 3 or equivalent, e.g. BTEC National Diploma	Evidence of recent training	Application Form
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working as part of a team</li><li>• Experience of key IT skills</li><li>• Ability to respond to situations with a calm and polite manner</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a similar post</li><li>• Experience of working with statemented children</li></ul>	Application Form Letter of Application Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Committed to providing the best for children</li><li>• Ability to work closely as a member of a team</li><li>• Commitment to high quality childcare and child protection</li><li>• Adaptability</li><li>• Sense of humour</li><li>• Reliability</li><li>• Flexibility</li><li>• A commitment to the aims of a Church of England Primary School and be able to promote the Christian ethos within the school</li></ul>		Interview Letter of Application Letter/Interview



## How to Apply

To apply, please complete and return the Church of England application form for this specific role, together with a letter of application of not more than two sides of A4.

Closing date: noon on **16<sup>th</sup> January 2026**

Proposed interview dates: morning of **19<sup>th</sup> January 2026**

In your letter of application please include:

- How your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst writing your letter with a focus on your suitability for the post gained from past experiences.
- What you personally would bring to Prestbury CE Primary School.

Please note we accept electronic applications via [sbm@prestbury.cheshire.sch.uk](mailto:sbm@prestbury.cheshire.sch.uk). Please be aware we cannot accept responsibility for mis-sent or late applications. If you are called for an interview, you will be asked to sign a paper copy of your application to ensure the declaration requirements are complete.

CVs will not be accepted. It is standard practice in the education sector to seek references for shortlisted candidates prior to interview.

Electronic applications are preferred or you may send a completed application form and letter to: Prestbury CE Primary School, Bollin Grove, Prestbury Cheshire SK10 4JJ

**Telephone Number:** 01625 469630

**School Website Address:** <https://prestbury.school/>

**Applications to be returned to:** Mr Capener & Miss Townes

Prestbury CE Primary is committed to safeguarding children and young people. All post holders, If successful, will be required to apply to the DBS (Disclosure & Barring Service) which was formerly known as the Criminal Records Bureau for an enhanced 'disclosure'. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance.