



Sambourne CE  
Primary School

# **Administrative Assistant Application Pack**

Sambourne CE VC Primary School

June 2025



Sambourne CE  
Primary School

# Welcome

June 2025

Dear Prospective Applicant,

Thank you for your interest in our school.

We have put this information pack together to give you an idea of the vision, values and ethos at Sambourne CE Primary School.

This pack contains:

- \* Advertisement
- \* Wiltshire Council Job Description – Grade B
- \* Person Specification
- \* Selection Process

Should you wish to apply for this role, please fully complete the Application Form and write a covering letter to the Headteacher, outlining the skills you think you can bring to this post and your reasons for applying. Please send these by email [personnel@sambourne.wilts.sch.uk](mailto:personnel@sambourne.wilts.sch.uk) by midday on Tuesday, 8th July 2025.

All details on how to apply can be found on our website:

<https://www.sambourne.wilts.sch.uk/our-school/vacancies>

Interviews will be held early in July and we will contact shortlisted candidates by telephone and email about the interview day as soon as possible after the closing date.

We look forward to receiving your application.

Yours sincerely,

Mrs Mandie Thomas  
School Business Manager

“The school provides a family atmosphere with a safe learning environment, highly motivated and talented staff and a supportive governing body who know the school well. “

# Vision and Values



Sambourne CE  
Primary School

## Our Vision

Sambourne Church of England Primary School is a Christian community that embraces diversity, encourages creativity, and strives to deliver a world class education. We provide a relevant, broad and balanced curriculum where everyone, regardless of background or starting point, achieves their full potential.

At Sambourne, children embark on a learning journey to equip them with the values, attitudes and attributes that enable them to gain a deep knowledge and understanding of the world and the confidence to play their part in society. We are a happy school, where children feel safe and where everyone, no matter what their role or responsibility, opens the door excited by what the day ahead will bring.



'That your love may abound more and more in knowledge and understanding'  
Philippians 1:9

Learn to Love - Love to Learn





# Advertisement



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## Administrative Assistant

**We are looking for an Administrative Assistant from September 2025**

**Grade B, £12.26 per hour, £23,656 per annum/pro rata**

**16¼ hours per week (8:30am-11:45am), term time only, fixed term until July 2026**

The Administrative Assistant role is central to school life and highly valued. You will be the first point of contact for visitors and parents, providing a welcoming and professional reception. You will support the smooth running of the school by undertaking a wide variety of administrative and secretarial tasks.

### **Key Responsibilities**

- Welcome and direct visitors, ensuring safeguarding procedures are followed at all times
- Answer telephone and email enquiries, responding professionally and efficiently
- Provide general administrative and clerical support, including word processing, filing, photocopying and data entry
- Manage incoming and outgoing mail
- Maintain accurate records and update school systems as required
- Support the organisation of school events, meetings, and trips
- Assist with the administration of school communications, newsletters, and notices
- Liaise with staff, parents, governors, and external agencies
- Handle confidential information in line with school policies
- Assist with other duties as reasonably required by the Headteacher or School Business Manager

**For further details and how to apply please visit our school website [www.sambourne.wilts.sch.uk](http://www.sambourne.wilts.sch.uk)**

**Closing date: Tuesday, 8th July 2025 at midday**

**Interview dates: Week commencing 14th July 2025**

**Sambourne CE VC Primary 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 applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed.**



A place where  
children are  
nurtured and  
their talents are  
developed and  
celebrated.



# Job Description



Sambourne CE  
Primary School

Reference: SCH002

Grade: B

Job Title: School Administrative Assistant

Main Job Purpose: To support the school administrative function

## Main Duties

Welcoming visitors to school, ensuring sign-in procedures are followed. Receiving phone calls/emails, then dealing with them appropriately. Liaise with staff, governors, parents and outside agencies.

Administer registers in accordance with school policy and monitor attendance

General office duties including photocopying, telephone, sorting, collating and filing

Organise and administer school trips

Administer school meals and breakfast club bookings

Any other task necessary to assist the smooth running of the admin function of the school

## Supervision and Management

The jobholder does not have regular responsibility for supervising staff, but may be required to assist in work familiarisation for new recruits

## Creativity and Innovation (i.e Problem Solving)

The main focus of the job is to carry out set procedures consistently

## Key Contacts and Relationships

School Business Manager and Headteacher for work related issues

Staff for issues relating to attendance

# Job Description



Sambourne CE  
Primary School

## Key Contacts and Relationships (continued)

Parents telephone messages and emails

## Decision Making

Decision making is not a key feature of the role, although the job holder may decide on the order in which to carry out the work

## Working Environment

The jobholder is an initial point of contact for the general public and the reason for the contact may be contentious.

The Jobholder's work is normally interrupted by phones calls or personal callers but these do not significantly change the work programme for the job holder.

There is occasional background noise from pupils.

The job involves regular use of IT equipment.

## Knowledge and Skills

The job requires basic office skills including the accessing email and pupil database. A typical new employee would require a period of training to be fully competent in the main aspects of the job.

# Person Specification



Sambourne CE  
Primary School

Skills, experience, knowledge	Essential	Desirable	Identified by
Qualifications	Educated to at least GCSE standard in English and Maths, or equivalent	Educated to A Level or equivalent standard (or above)	Application form, certificates
Experience	Previous administrative/clerical experience	Experience working in a school environment Familiarity with school-based systems (e.g. SIMS)	Application form, interview
Knowledge and skills	Excellent communication and interpersonal skills Proficient in Microsoft 365 (Teams, Word, Excel, Outlook) Strong organisational and time-management skills Ability to multitask and adapt to changing priorities Attention to detail and accuracy Ability to maintain confidentiality	Ability/willingness to learn new software, i.e. SIMS, ParentPay	Application form, interview, references, task
Personal Qualities	Proactive, able to use initiative Approachable, friendly, professional manner Well-organised and reliable Flexible, able to work as part of a team Positive attitude, willingness to learn		Interview references
Special Requirements	Available during term times, plus INSET days if necessary Ability to travel to training events and offsite meetings occasionally if required Be willing to undergo Disclosure and Barred list check (DBS) plus a range of other recruitment checks.		Interview Application



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# Selection process

## Safeguarding

Sambourne CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. Reference checks will be performed prior to interview.

## School Visit

We welcome visits to our school, if you would like to arrange a school tour please call Mandie Thomas on 01985 21245 or email

[personnel@sambourne.wilts.sch.uk](mailto:personnel@sambourne.wilts.sch.uk)

## Applications

Closing date: Tuesday, 8th July 2025 at midday

## Interviews

Interview date: w/c 14th July 2025

This will take place at the school.

## Task

A short task will be set as part of the interview process.

## Contact Information

Sambourne CE VC Primary School

Sambourne Road

Warminster

BA12 8LF

Tel: 01985 212458

[personnel@sambourne.wilts.sch.uk](mailto:personnel@sambourne.wilts.sch.uk)

[www.sambourne.wilts.sch.uk](http://www.sambourne.wilts.sch.uk)

"Welcoming new parents and passing on information about my child"

Parent View

"Always excellent communication from school to parents"

Parent View

"The Church really values our link with the Sambourne School and we enjoy having the children into Church for special services"

Rev Lorraine Dobbins