



Belchamp St Paul Church of England (VA) Primary School

Vicarage Road
Belchamp St Paul
SUDBURY SUFFOLK CO10 7BP
Tel: 01787 277222

Email: admin.belchampstpaul@dcvst.org

Web: www.belchampstpaulschool.co.uk

Head Teacher Mrs Kirsty Stuart

Job Advert Office Administrator

Scale 4, points 7-8

£26,402.70 - £26,823.80 FTE, Pro Rata Salary £10,418.44 - £10,584.61

Permanent Part-time – 17.5 hours per week.

An opportunity has arisen to join our small village school at the heart of Belchamp St Paul as our Office Administrator from January 2026.

Belchamp St Paul Church of England Primary School is a friendly village school 15 minutes from Halstead, Essex. We are very proud of our friendly, small school. We have a strong Christian ethos and we always strive for success. We are an Academy and are part of the Diocese of Chelmsford Vine Schools Trust. At Belchamp St Paul, every child is supported to achieve their best and to become an independent, ambitious learner with a spirit of adventure.

Our new Office Administrator will be someone who:

- Communicates well with parents, carers and members of staff, as well as pupils.
- Works well as part of a small team.
- Displays a professional attitude.
- Has good organisational skills.
- Is able to use their own initiative.
- Can remain calm under pressure.
- Can be committed to supporting the values and ethos of our Church school.
- Has experience of supporting attendance in a primary school setting would be an advantage.

We are part of the Diocese of Chelmsford Vine Schools Trust. In return we can offer:

- A school with high expectations that seeks to get the best out of everyone.
- Pupils who are incredibly enthusiastic, friendly, and motivated to learn.
- A committed community of parents, staff, and members of the Local School Board who are all committed to driving school improvement.
- A commitment to developing you to your full potential, through high-quality professional growth, coaching, and development.
- A Senior Leadership network within the Vine Schools Trust.
- A supportive team of staff who value and appreciate everyone working within the school community.

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We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The appointment is subject to safer recruitment procedures which will include an advanced DBS check. Visits are encouraged and warmly welcomed.

For further information please contact Stacey Hyatt on stacey.hyatt@dcvst.org

Closing date for applications: **8th December 2025**

Interview date: **10th December 2025**

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