



Friday, 25 September 2026

Dear Applicant,

Thank you for your interest in the Office Administrator role. This is a part time, 13 hours, permanent contract. We look forward to welcoming you to see our friendly rural school where we pride ourselves on our high standards and ethos.

Please read:

- Our school website, which has been designed to give an insight into the life of Petersfield Primary
<https://www.petersfield.cambs.sch.uk/site/pages/index.php>
- Our Safeguarding Policy
<https://www.petersfield.cambs.sch.uk/site/petersfield/reactFiles/pdfs/SafeguardingandChildProtectionPolicyApprovedSept2026.pdf>
- The advert
- The job description
- The person specification

Please note, the school application form must be completed in full, including a full employment history. A CV will not be accepted in its place.

Visits to our school are actively encouraged and you are welcome to visit the school. To arrange a visit, please contact our School Secretary, Miss Laura Whetlor on 01223 207382. Should you have any questions, we will be happy to answer them and can be contacted via the school office.

The closing date for applications is 9am, Monday 12th October 2026 with the interviews planned from 14th October.

We are duty bound to remind you that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered as disqualification. We actively promote equality of opportunity in employment to reflect the communities we serve. All disabled applicants who meet the essential criteria will be offered an interview. This school is committed to safeguarding, including the Prevent agenda, and promoting the welfare of children and young people and expects all staff and volunteers to share this.



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Giving false information is an offence and could result in the application being rejected and referred to the police. Any appointment made will be subject to an Enhanced DBS check, right to work in the UK, qualifications check, satisfactory references and medical clearance.

We look forward to receiving your application.

Yours faithfully,

Mrs Laura Penrose and Mrs Lynsey Perkins
Co-Headteachers