



Petersfield Church of England Aided Primary School
Hurdleditch Road, Orwell, Nr Royston, SG8 5QG

Tel: 01223 207382

E-mail: office@petersfield.cambs.sch.uk

The school office is the heart of the school. Petersfield is seeking a well organised, enthusiastic and motivated **Office Administrator** to join our staff team.

The school office is a very busy and fast-paced environment, where the requirements and needs of the staff and children regularly change with short notice. Therefore, we are looking for someone who is flexible and is strong at multi-tasking.

Salary to be paid on the Pay Spine for Professional, Administrative and Clerical Job Family Scale 2.

Part time: This is a part time, 13 hours, permanent position, term time only (plus training)

Start Date: asap

We are looking for someone who:

- is welcoming, kind, patient and enthusiastic,
- has excellent communication skills
- is skilled in ICT use
- demonstrates attention to detail, problem solving and accurate record keeping skills.

We can offer:

- articulate and enthusiastic pupils
- a friendly school community with a distinctive ethos and shared values
- a tailored range of professional development opportunities
- coaching opportunities
- an attractive learning environment
- a supportive staff team where effort, encouragement and excellence are celebrated
- An opportunity to make a difference to children's learning and development
- A supportive work environment based on our values of trust, friendship, peace, creativity and love
- A school that understands the importance of enhancing health and wellbeing at work
- Term time only working (plus training)
- Inclusive policies and practices
- Free on-site parking
- A company pension
- Sick pay
- Fully funded Level 3 Paediatric First Aid Qualification

Visits to the school are welcomed and encouraged. Please call or email the school to book an appointment, arrange an informal discussion or to find out more information about the role or request an application pack.

Closing date for applications: 9am, 12th October 2026

Interview date: from 14th October.

Please be advised, as an employer we do not hold a Sponsorship license so are unable to support overseas applicants obtain right to work in the UK.

We reserve the right to close this advert early if we receive a suitable number of internal or external applications.

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. 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 and qualifications check, satisfactory references and medical clearance. The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.