



St. Helen's Primary School

Head Teacher: Mrs Julia Walker & Mr Andrew Robertson
Colne Road Bluntisham Cambridgeshire PE28 3NY
01487 841468 | office@st-helens.cambs.sch.uk



School Office Coordinator

Vacancy at St Helen's Primary School – Bluntisham

Hours of work: 8.15am-4pm weekdays term-time only.

Scale: Scale 3-4 Spine point 5-11 (£15,869-£17456 dependant on experience)

Start Date: September 2026 (phased handover in July 2026 to be agreed)

Closing date: 12noon on 13th April 2026. Interview date week commencing 20th April, exact date TBC.

We are looking for a **friendly, confident and highly organised School Office Coordinator** to join our small, vibrant village primary school and become the welcoming heart of our school community.

The Role

As the first point of contact for pupils, parents and visitors, you will help create a warm and supportive atmosphere while keeping the school office running smoothly.

Your responsibilities will include:

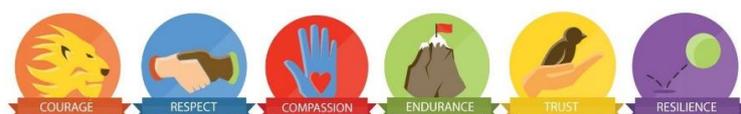
- Welcoming visitors, pupils and families to the school
- Answering phone calls and responding to enquiries
- Supporting the day-to-day running of the school office
- Managing school administration, including DfE data returns and records
- Helping with practical tasks around the school when needed
- Supporting pupils with small everyday needs

No two days are the same, so the role suits someone who is organised, adaptable and calm under pressure.

What We Are Looking For

We are looking for someone who is:

- Friendly, approachable and professional
- Highly organised with strong attention to detail
- A confident communicator with good interpersonal skills



- Practical and proactive, able to manage a variety of tasks
- Comfortable working in a busy, child-centred environment

Benefits of Joining Our Team

Working at St Helen's means becoming part of a supportive and close-knit staff team. Benefits include:

- Working closely with the Headteacher and a dedicated support staff team
- A friendly village school community where everyone knows each other
- A collaborative environment where staff help and support one another
- Opportunities to build positive relationships with children and families
- A varied role where every day is different

Safeguarding

Safeguarding and promoting the welfare of children is central to our work. The successful candidate will share this commitment. The role is subject to an enhanced DBS check and satisfactory references.

Applying

Please refer to the job description and person specification when applying and outline the skills, qualities and experience you can offer.

Visits to the school are warmly welcomed and encouraged. For further details or to arrange a visit, please contact Amie Lill, School Business Manager at:
finance@st-helens.cambs.sch.uk

More information about the school can be found at: <https://www.sthelensprimary.org/>. We look forward to hearing from you.

We are committed to safeguarding and promoting the welfare of children and young people. The offer of employment is subject to satisfactory pre-employment clearances including the right to work in the UK, ISA registration, Disclosure and Barring Service (DBS) check, online search, medical check and two satisfactory references.