



## **School Office Coordinator**

Thank you for your interest in this position. We trust that the following information will provide you with details about the job for School Office Co-ordinator.

**Job Details**  
Permanent Position  
37.5 hours per week  
8.00 a.m. – 4.30 p.m. Monday to Friday  
39 weeks per year (Includes Training Days)  
Subject to probationary period

**Grade:** Scale 3 point 5  
**Annual Salary FTE:** £25,583  
**Annual Salary Pro Rata:** £24,597.14

**Required to start:** As soon as possible after interview

We are looking for a School Office Coordinator to manage the day-to-day operation of our busy school office. To provide effective communication between the school and parents and ensure that the school is a safe and welcoming place for all children, parents and the wider community.

Ideally, we are looking for someone with experience of school systems including Arbor, however full training will be provided. Please see the attached person specification for further information.

Please visit our website for all related documentation [www.burwellvillageprimary.co.uk](http://www.burwellvillageprimary.co.uk) for application details and full job description. If you wish to discuss this position, please contact Mrs Karen Taylor (School Business Manager) on [ktaylor@burwellvillage.cambs.sch.uk](mailto:ktaylor@burwellvillage.cambs.sch.uk) or call the school office on 01638 613103.

**Closing Date:** Friday 13<sup>th</sup> February 2026  
**Interview Date:** Wednesday 25<sup>th</sup> February 2026

Please send completed applications along with a covering letter to Mrs. Karen Taylor, School Business Manager.  
Email: [ktaylor@burwellvillage.cambs.sch.uk](mailto:ktaylor@burwellvillage.cambs.sch.uk) (CVs not accepted)

*Burwell Village College Primary School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection-relevant evidence about candidates. All applicants are requested to read the Safeguarding Policy document. All posts are subject to satisfactory completion of an enhanced DBS check and provide evidence of proof of right to work in the UK.*

Email: [office@burwellvillage.cambs.sch.uk](mailto:office@burwellvillage.cambs.sch.uk)  
Website: [www.burwellvillageprimary.co.uk](http://www.burwellvillageprimary.co.uk)