



NEW
EDUCATION
TRUST

Aspiration • Collaboration • Inspiration



Bretforton
Village School
Learning at Its Heart

School Secretary - Bretforton Village School

Full Time (34 hours per week) Permanent Position

Salary: Grade 4; Scale Points 7 - 11 (£20,711 - £22,076 per annum)

Term Time Only Plus Insets and 5 days during school holidays

Monday - Thursday 8.30am - 4.30pm (1 hour lunchbreak)

Friday 8.30am - 3.30pm (1 hour lunchbreak)

Required to start November 2025

You are invited to join this delightful village school, working within a successful Multi Academy Trust. Set within a picturesque Cotswold village at the heart of the community, Bretforton is a popular, forward-thinking school with happy children, a strong teaching team and excellent facilities. We would encourage you to look at our website to find out more about us at www.bretfortonvillageschool.co.uk

We are looking to appoint an experienced, capable and efficient Secretary to be part of our wonderful staff team. You must be up to date and proficient in all office skills with experience of working in a busy education environment. The successful candidate will be responsible for overseeing day to day systems essential to the running of the school office and will undertake a range of duties including letters, payments, enquiries and answering calls, as well as dealing sensitively with a wide range of issues from children, parents and outside agencies.

This post will also include supporting our after-school club between 3.15pm and 4.30pm when needed.

You will need:

- Excellent IT and interpersonal skills
- Good knowledge of Word, Excel and Google G-Suite
- Good problem solving skills, an unwavering commitment to customer satisfaction and a can-do attitude
- Previous relevant experience in a front-facing office environment
- Experience of using social media to communicate with parents and carers desirable
- Ability to multi-task under pressure and work to deadlines
- Experience of School MIS (e.g. Arbor) and payment systems (e.g. ParentPay) preferred
- First aid qualification or a willingness to undertake first aid training
- Other necessary qualities include confidentiality, being able to work on your own initiative, a willingness to support other members of staff and go the extra mile.

New Education Trust is committed to safeguarding children and promoting the welfare of all children and young people and expects all staff to share this commitment. Online checks will be conducted on all shortlisted applicants, and all successful candidates will be subject to a Disclosure and Barring Service (DBS) enhanced check.

To apply for this position, please download and fully complete a MAT application form from the Vacancies section of our website www.bretfortonvillageschool.co.uk/vacancies or from www.bengeworthacademy.co.uk/vacancies and return via email to vacancies@bengeworth.worcs.sch.uk before the closing date.

Closing and Shortlisting Date: 9am Monday 20th October 2025

Interviews: Week commencing 3rd November 2025 - to be confirmed with shortlisted candidates