

## St. Chad's C.E. (C) Primary School



### **ADMINISTRATIVE ASSISTANT**

**Start Date Tuesday 1<sup>st</sup> September, 2026**

**20 Hours per week (8am-12pm) / Term Time Only**

**Grade 4 NJC Scalepoint 6**

**FTE Salary £25,989**

**Actual Salary £12,602**

St. Chad's C.E. (C) Primary School is seeking to appoint a skilled and motivated Administrative Assistant to join our dedicated team from September. We are looking for someone with high expectations of themselves, who can deliver high-quality support across the school while embracing our distinctive Christian ethos of "growing hearts and minds."

#### Key Responsibilities:

- Undertake reception duties, answer routine telephone and face-to-face enquiries
- Ensure all visitors are signed in and out of the school site correctly
- Assist with pupil welfare duties; liaise with parents and staff
- Assist in arrangements for school trips and events
- Provide routine clerical/administrative support e.g. photocopying, filing, faxing, emailing, completing routine forms, responding to general correspondence.
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required, e.g. pupil data.
- Undertake more complex typing, word-processing and other IT based tasks e.g. assisting in the preparation of minutes, reports and circulars
- Sort and distribute mail
- Undertake routine administrative procedures e.g. transport arrangements, catering arrangements
- Maintain and collate pupil reports
- Operate relevant equipment/computer applications (e.g. Outlook, Word, Excel, PowerPoint, Arbor MIS)
- Maintain stock and supplies, cataloguing and distributing as required
- Provide general advice and administrative support to staff and pupils
- Undertake routine financial administration e.g. processing orders, receipt, recording etc
- Assist with marketing and promotion of the school

#### We are looking for someone who:

- Has excellent communication and interpersonal skills
- Is organised, efficient and able to prioritise workload

- Can work calmly in a busy environment
- Has good IT skills, including Microsoft Office
- Is reliable, flexible and able to work as part of a team
- Has relevant qualification and / or previous administrative experience (school experience desirable but not essential)
- Is committed to safeguarding and promoting the welfare of children
- Models our core values: community, hope, kindness, and forgiveness

What we offer:

- A dedicated and experienced Senior Leadership Team and middle leaders
- Enthusiastic, well-behaved pupils who are a joy to work with
- A supportive parent body and strong community links, including with the local church
- An engaged and proactive governing board
- High-quality CPD opportunities to support your career development

To apply for this post, please download the application form and return directly to the school via the office email [office@st-chads-newcastle.staffs.sch.uk](mailto:office@st-chads-newcastle.staffs.sch.uk) or by post to the below address no later than 12 noon on **Friday 19<sup>th</sup> June, 2026**.

St. Chad's C.E. (C) Primary School  
The Gateway  
Redstreet Village  
Newcastle-under-Lyme  
Staffordshire  
ST5 7AB  
01782 567750

Successful candidates will need to be available for interview on **Thursday 25<sup>th</sup> June, 2026**.

St. Chad's C.E. (C) Primary School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to a criminal records check from the disclosing and Barring Service which will require you to disclose details of all unspent and unfiltered spend reprimands, formal warnings, cautions and convictions in your application form. This position is also subject to a Social Media check by Reports4U.