Barrington C of E Primary School

Haslingfield Road, Barrington, CB22 7RG

**Headteacher: Mrs A Richards**

**School Secretary Vacancy**

***24.5 hours a week – days and times to be agreed***

Barrington is a growing village school with a big heart and a strong presence in the community. Our children are the focus of everything we do and we value the mental health and wellbeing of all members of the school community above everything else.

Are you an enthusiastic and adaptable person who enjoys working as part of a team? Would you like to work in our friendly school where we strive to make teaching and learning fun?

Following the retirement of our current school secretary, we are seeking to appoint a new person to this role who would work alongside our office assistant to ensure the smooth running of our school office.

**The ideal candidate would:**

* have good ICT skills;
* have prior experience of working in a school office;
* be passionate about inclusive practice;
* be empathetic in nature and maintain a calm approach;
* be adaptable to support the growth of our school;
* have a Level 2 qualification in Maths and English (or equivalent);
* have excellent interpersonal skills;
* be able to work effectively within a committed team;
* enjoy working with children;
* be flexible and enjoy a varied working day.

This post is paid on Admin Scale 4 (£25,584 - £27,269) depending on experience, over 38 weeks per annum. As we are a growing school, there is the possibility to increase hours as our pupil numbers increase.

**Closing date:** 2pm Friday 2nd May 2025

**Interviews:** Thursday 8th May 2025

**Start Date:** As soon as possible

Please contact Agata Richards ([head@barrington.cambs.sch.uk](mailto:head@barrington.cambs.sch.uk)) for more information, or the office ([office@barrington.cambs.sch.uk](mailto:office@barrington.cambs.sch.uk) ) for an application pack. Visits to the school would be very welcome.

**Barrington CofE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are conditional and subject to DBS check and two satisfactory references.**