



EARDISLEY C. E. PRIMARY SCHOOL

In all that we do, our values shine through

Eardisley, Hereford, HR3 6NS

Tel: 01544 327262

Email: admin@eardisley.hereford.sch.uk

Website: www.eardisleyschool.co.uk

Job Vacancy – Administrative Assistant

Salary	£8,294.72 - £8,559.50 per annum
Hours	15 hours per week (Monday & Tuesday), term time only
Duration	Permanent
Closing Date	12pm Wednesday 21 st May 2025

Eardisley CE Primary School is a popular rural school set in an idyllic Herefordshire village. It provides children with firm foundations based on a strong Christian ethos which permeates everything that we do, striving to offer all its pupils every opportunity to live life in all its fullness.

Our school is looking to appoint an enthusiastic Administrative Assistant to join our busy school office team, working 2 days a week from 8.30am – 4.30pm on Mondays and Tuesdays, term time only. The successful candidate will have good communication, numeric and literacy skills and have previous experience of working in an administrative role.

You will be a team player with a calm, caring, positive ethos, working to support the teaching team, Senior Leaders, parents/carers, visitors and other professional agencies. Experience in a school or similar setting would be advantageous.

You will have:

- Excellent communication with colleagues, parents/carers and visitors through email, telephone and reception duties.
- Strong organisational skills, showing flexibility in your approach to work.
- The ability to complete work to a high quality, working to deadlines and able to prioritise workloads.
- Excellent interpersonal skills with a commitment to working as part of a team.
- Experience in dealing with confidential matters which includes with parents/carers, pupils and members of staff.
- Knowledge of IT including Microsoft packages such as Word, Excel and Forms.

Eardisley C of E Primary School is committed to the protection and safety of its pupils and therefore all candidates will be subject to a Disclosure and Barring Service check at Enhanced Level.

Informal enquiries and visits to the school are welcomed. For an application form or to discuss the position, please contact Mrs Penny Amos, School Business Manager, on 01544 327262 or email pamos@eardisley.hereford.sch.uk



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