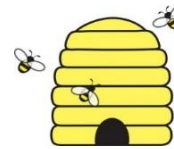


# Kempsford Church of England Primary School

“Together, we will RISE”

Kempsford, Gloucestershire, GL7 4EY  
admin@kempsford.gloucs.sch.uk

01285 810367  
kempsfordschool.com



17<sup>th</sup> April 2026

School Administrator, GRADE 4 (points 7 – 10)

28 hrs per week - (Four days, negotiable, 8:30 – 3:45 including breaks)

38 weeks per year (equal to 190 'pupil-days', term time only)

This is a permanent post (subject to a 6 month 'probation'.)

Our new school administrator will be a key member of staff, representing our school, its vision and values, to the immediate community and beyond. The role is wonderfully broad, at times complex and challenging, but immensely satisfying. There is never a dull day! The successful applicant will need to be self-motivated, use their initiative and recognise the vital role they have in securing the smooth running of the school.

We are looking for someone who enjoys working with people of all ages, is committed and enthusiastic about their work, and who works well in a team. We can offer a supportive environment and the opportunity to develop professional skills. It is essential that applicants have experience in administration, (ideally, school administration). Applicants must have good literacy, numeracy and IT skills.

For much of the time the administrator will work without additional office support, so the ability to prioritise, multi-task, meet deadlines, build positive relationships and respect confidentiality is crucial. Training will be provided and our close-knit team will be wholly behind you!

For the successful candidate, there is also the option to include the roll of Clerk to the Governing Board, as an additional. paid position.

Kempsford C of E Primary School currently has 71 children on roll and this post offers an exciting opportunity to join a happy, friendly and popular school community.

For full details, including hours per week, weeks per year, job description and person specification, please contact the Head Teacher (email preferred) - head@kempsford.gloucs.sch.uk, or phone 01285 810367 to discuss the role.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.