Part-Time Office Administrator 30 hours a week  
(Term time only)  
  
We require an experienced, flexible and highly motivated Office Administrator to work in our friendly village school. We are proud of our school and are committed to providing a happy and caring learning environment for our children. We are looking for a friendly and organised candidate to join our happy team at Twineham. Our school values of Nurture, Togetherness, Resilience and Creativity are inspired by Christian values and British values as we strive to find the best in everyone; every pupil is special and we work together to help all children reach their potential.  
  
The right person for this role will:  
- Communicate with parents, children and colleagues in a positive and helpful way  
- Be organised and methodical, able to work in a busy office with shifting priorities  
- Have a good telephone manner and be a good communicator  
- Have good IT skills  
- Be flexible and willing to learn  
- Experience in a school office environment would be an advantage.  
  
The role involves:  
- Leading office tasks relating to attendance, admissions, after-school clubs and lunches  
- Communicating with parents, children, colleagues and external organisations  
- Arranging transport and costings for school trips  
- Supporting the Headteacher with the happy and efficient running of the school.  
  
The hours are:  
Mondays 8:30am - 3:30pm  
Tuesdays 8:30am – 11am  
Wednesdays 8:30am - 3:30pm  
Thursdays 8:30am – 3:30pm  
Fridays 8:30am - 3:30pm  
  
Twineham Church of England Primary School is committed to Safer Recruitment Procedures. Appointments to this post are subject to an enhanced DBS check.  
  
Closing date: Monday 10th October 2022.  
Start Date: as soon as possible  
  
Please email [head@twineham.w-sussex.sch.uk](mailto:head@twineham.w-sussex.sch.uk) or call 01444 881207 if you have any questions or would like to visit our school. Please see below for the job description and application form which should be emailed to Laura Kelsey, Headteacher using [head@twineham.w-sussex.sch.uk](mailto:head@twineham.w-sussex.sch.uk)