



**Pensford Primary School**  
**Pensford Hill, Pensford**  
**BS39 4AA**

**Telephone: 01761 490470**

**E mail: [pensford\\_office@pensfordschool.org](mailto:pensford_office@pensfordschool.org)**

**Web: [www.pensford.bathnes.sch.uk](http://www.pensford.bathnes.sch.uk)**

**Office Administrator**

**Grade 5, annual salary £21,748 per annum pro rata**

**Actual salary £16,119.73**

**Permanent, 32.5 hours per week, Monday – Friday 8:30am – 3:30pm**

**(Applications for a part time role could also be considered)**

**Term Time Only plus 2 inset days**

**Start Date: ASAP**

We are seeking to appoint an Office Administrator to work at Pensford Primary School.

Pensford Primary is a delightful village school at the heart of the friendly and supportive community. With fewer than 100 children on roll we take pride in the fact that every adult knows every child. As our office administrator, you would come to know all our families and will be a key point of contact for them and for our other stakeholders. Our school values spell HEART and Happiness is the first value. We are confident that the successful applicant will find Pensford a warm, supportive and pleasant place to work and will gain much satisfaction from the job.

We are looking for a highly-organised Office Administrator who will complement our friendly, positive and hard-working team. The successful candidate will be efficient, well-organised, flexible and an excellent team member. They will have good communication skills, including a high standard of grammar and be able to relate well to parents, pupils and visitors. Additionally we require a person who has a good background in IT skills with expertise in school systems including SIMS. We require high level of confidentiality. Upholding the vision and ethos of the school at all times is essential.

We would welcome socially-distanced or virtual visits to the school. Please contact the office to arrange via email: [pensford\\_office@pensfordschool.org](mailto:pensford_office@pensfordschool.org) or by phone on the number given above.

The Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and satisfactory references.

A full application pack can be found at [www.thepartnershiptrust.co.uk/vacancies](http://www.thepartnershiptrust.co.uk/vacancies)

Please email all application forms to [applications@thebathandmendippartnershiptrust.com](mailto:applications@thebathandmendippartnershiptrust.com). Please note, we are unable to accept CVs.

**Closing Date:** Monday, 18<sup>th</sup> January @ 12 noon

**Interviews date:** Thursday, 21<sup>st</sup> January

**PART OF THE PARTNERSHIP TRUST**

