Pevensey & Westham CE Primary School

Require a Business Administrator



We are seeking a friendly, professional and organised individual to join our school office team at Pevensey & Westham CE School.

As the first point of contact for parents, visitors, pupils and external agencies, you will be the welcoming face of our school, providing excellent front-of-house support and creating a positive experience for all who visit or contact us. Parents frequently describe our school as a "warm, welcoming and caring community where every child is known and valued." We are looking for a Business Administrator who will help contribute to creating a welcoming, organised and positive environment for all families and visitors.

The role includes reception duties, managing telephone and email enquiries, supporting school communications, maintaining records, providing administrative support, and carrying out first aid responsibilities.

We are looking for someone who:

- Has excellent communication and customer service skills.
- Is warm, approachable and professional.
- Has strong organisational and administrative skills.
- Is confident using Microsoft Office and other software packages.
- Can work independently and manage a varied workload.
- Shares our values and commitment to supporting our school community.

We are looking for someone who shares our values and is eager to make a positive contribution to our school community. Whether you're an experienced administrator or looking to take the next step in your career, we welcome your application.

Salary: Single Status Pay Scale: Grade 4. Salary Range: £26,016 - £26,427 (pro-rata)

Working pattern: 25 hours per week (Mon-Fri 08.20-13:20 40 weeks per year (term time only+1 week non-term time)

For more details, please see our website https://www.pevenseyschool.org.uk or contact the school office on 01323 762269 or by email at admin@pevenseyschool.org.uk.

We encourage you to come and visit us. Please contact the school office on 01323 762269 or by email at admin@pevenseyschool.org.uk.

To express your interest in this role please complete and return the support staff application form making sure you clearly outline why we should hire you.

Closing date: Noon Monday 23 November 2026 Interview date: w/c 30 November 2026

Pevensey & Westham CEP School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to obtain an enhanced DBS Certificate with the Local Authority. In addition, as part of the shortlisting process we will carry out an online search as part of our due diligence on the shortlisted candidates.

"Life in all its fullness" John 10:10