

Office Administrator

Required from September 2026

Job Title: **Office Administrator**

Contract Salary: Grade 3

Full-Time Permanent Term-Time Only

The Governors of Clarborough Primary School are looking to appoint a full-time Office Administrator who will support the school's commitment to putting children first and who will deliver a quality service to our school and the wider community.

The successful applicant will provide clerical, administrative, financial and organisational support to the school.

We are looking for a professional and motivated team player with good interpersonal skills, a positive approach and a willingness to learn. High-level literacy, numeracy and IT skills are essential requirements of this post as is the ability to prioritise incoming work, maintain care and accuracy whilst working under pressure and handle sensitive and confidential information with discretion. Previous school experience is preferred.

The role is an interesting and varied one for which full training will be provided. The school is a large, well-resourced primary with excellent facilities and you will join a friendly and hardworking team.

Hours: Monday to Friday 8.15am to 4.45pm.

Visits to our school are warmly welcomed; please contact us to arrange an informal appointment. Application forms and further details are available on the school website or from the school office. Please email office@clarborough.notts.sch.uk or contact a member of the admin team on 01777 708065.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and to undergo appropriate checks. All posts in Primary, Secondary and Special Schools are subject to an enhanced Disclosure and Barring Service check.

The closing date is Wednesday 5th August 2026 at 12.00pm. Please assume that your application has been unsuccessful if you have not had a response by Thursday 6th August 2026. Interviews will be held on Monday 10th August 2026.