

<b>JOB TITLE</b>	<b>Administrative Assistant - Primary School – Grade 3</b>
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Excalibur primary school has an opportunity for an administrative assistant to join our school. This is a part time role for 18 hours a week, Monday, Thursday and Friday.

Excalibur is a highly successful school and a vibrant, friendly place to work. This position offers an exciting chance to join the school at an exciting point as our multi academy trust grows and offers a great opportunity to develop professionally.

The successful candidate will have excellent understanding of office systems and procedures. You will have good standards of spelling, grammar and punctuation and arithmetical skills. You will have excellent keyboard skills and knowledge of MS Office applications including Outlook and Internet, SIMS database. You must be able to process and raise invoices to ensure that bills are paid accurately and promptly and ensure accurate up to date financial records maintained. Under the supervision of the school business manager you will be able to proficiently use the school's finance systems.

It would also be advantageous to your application if you demonstrated the ability to support the school to fulfil its requirements with regard to the GDPR regulations.

It is imperative that you are a team player, have a sense of humour and can meet deadlines in a busy school environment.

Excalibur Primary School is committed to the safeguarding and welfare of children within our care. Candidates will be subject to stringent enhanced checks and vetting procedures as part of the selection process.

Application forms should be sent to [clerical@excalibur.cheshire.sch.uk](mailto:clerical@excalibur.cheshire.sch.uk)

Closing date: Monday 12<sup>th</sup> January 2026

Interviews for shortlisted candidates: Thursday 15<sup>th</sup> January 2026

Start date: Monday 19<sup>th</sup> January 2026