



Job Advert – Temporary Office Administrative Assistant

From 6th January 2026 to 22nd July 2026, we would like to appoint an administrative assistant. (Grade 3, term time only)

The role would be based in our main office and duties would include:

- Making and answering phone calls.
- Managing enquires and sharing information and messages with children, parents, staff and visitors.
- Supporting parents, visitors & deliveries on and off site.
- Managing and composing information and reports on digital systems including lunch orders, registration, letters and emails.

Essential skills and attributes of the successful candidate should include:

- A desire to keep children at the heart of all decision making.
- Experience working in an extremely busy client facing environment. Ideally one where interaction with children and adults has been required.
- The ability to maintain professional behaviour in the face of adversity and to remain calm whilst managing multiple demands at a fast pace.
- Excellent written and spoken communication skills and English and maths grade 4, C or equivalent.
- Computer literacy and the ability to work under direction as well as using initiative.
- An ability to multitask and meet deadlines under pressure.
- An ability to understand and respect confidentiality and understand requirements of GDPR.
- A commitment to our school vision and the Christian distinctiveness that underpins this.

The post will be line managed by our permanent administrative team and work primarily under their direction and that of the Headteacher.

Applicants should complete the form and include a maximum of 1 side A4 setting out how they meet the requirements of the role and their experience which would support them in succeeding in the position. We are sorry but we are unable to accept CVs.

Please ensure your applications are emailed to our school office, admin@osm.cheshire.sch.uk, by 12 noon on Friday 12th December 2025.

Overleigh St Mary's CE Primary School is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults as outlined in *Working Together to Safeguard Children*. We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

