



Colne Engaine
C of E Primary School

Making a Difference

**Colne Engaine Church of England Primary School,
Green Farm Road, Colne Engaine, Colchester, Essex. CO6 2HA**
Telephone 01787 222717 www.colneengaine.essex.sch.uk

Job Advert **Office Administrator**

We have an exciting and rare opportunity for someone to join the Colne Engaine C of E Primary School team as a part-time office administrator from March 2024.

This role is term time only (38 weeks) for 30 hours per week over 4 days – Tuesday's being the non-working day. It is a permanent position paid at scale 4, point 7-8 with an actual starting salary of £16,471.51 PA (FTE £24,294).

We are a friendly and supportive, oversubscribed rural primary school who strive to make a difference in all we do and this is a unique opportunity for the right person to join our friendly and hard-working school. Candidates should be sympathetic to the Christian ethos of our school and want to make the first point of contact to parents and visitors a positive and welcoming experience by providing a welcoming, happy, effective, and efficient clerical and welfare support to the school and our families.

Our incredible children make our school a very happy place to be. We have amazing and supportive families and community, a brilliant and hard-working FACES (parent groups) and appreciative governors who understand the hard-work and dedication that is required to create a wonderful school like ours. We are part of the Diocese of Chelmsford Vine Schools Trust.

If you:

- Want to make a difference to our school, children and families.
- Enjoy working in a busy environment, where everyday is a chance to learn something new.
- Be well organised and able to work accurately with attention to detail;
- Have strong inter-personal skills and be able to work well in a team.

Head Teacher - Mrs Samantha Dunne



- Have experience of administrative work in a busy office environment (maybe even an education setting).

We can offer you:

- A welcoming, friendly, and supportive staff with exceptional levels of teamwork
- Opportunities for on-going professional development
- A rewarding job you will love!

Our school is committed to safeguarding and promotes the welfare of children and expects all staff to share this commitment. The appointment will be subject to a successful enhanced DBS check and additional pre- employment checks. A full job description and person specification, our Privacy Notice and our Recruitment & Selection Policy Statement are attached.

If you are interested in this post, please email any questions or your completed application form to Lucy Taylor at - lucy.taylor@dcvst.org

If you would like to arrange a visit to the school, please call our office on 01787 222717.

Closing Date: Wednesday 7th February 2024

Interviews: Monday 19th February 2024

Start Date: Monday 25th March 2024

Head Teacher - Mrs Samantha Dunne

