



Administrative Assistant

Level 2 – NJC Grade 5

32.50 hours per week
44.65 working weeks (term time only plus 5 PD days)
Fixed term until 31 August 2027 in the first instance

Required September 2026

The Governors of Pathway Primary Federation wish to appoint a committed, enthusiastic and highly motivated Administrative Assistant who embodies Whittington CE (VA) Primary School's values of: **Love, Courage, Community, Honesty and Quality.**

This is an exciting opportunity to become part of our team. Whittington CE (VA) Primary School is passionate about the development of the 'whole person' and preparing our learners for an ever-changing world.

We can offer the successful candidate a happy, successful school within a supportive staff team. Applicants should be dedicated to achieving the highest possible standards in all areas of their work and motivated to learn. Extensive training is available and will be provided to the successful candidate.

We warmly encourage visits and phone calls from applicants interested in applying for the position.

Visits to the school are available on;

Thursday 16 April at 1.30pm
Monday 20 April at 10.00am
Thursday 23 April at 3.30pm
Wednesday 29 April at 11.30am

Please contact Suzanne Warner, Business Manager on 01691 662269 or 01691 652025 or email, warner.s@pathwayprimary.co.uk to arrange to attend a visit.

Please visit the school website, www.whittingtonschool.co.uk, to download an application pack. Application forms should be returned to Suzanne Warner.

Whittington CE (VA) Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS clearance and other safeguarding checks.

Closing date: Friday 1 May 2026 @ midday **Interview date:** To be confirmed