

# Guilden Sutton Church of England Primary School



*Love and Justice for All*

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## Office Administrator / Clerical Assistant

We are looking for a highly motivated and organised administrator to join our friendly and thriving village school, as our current postholder is relocating. This is a fantastic opportunity to become part of a welcoming and supportive team, working in an 'Outstanding' school where every member of staff plays a valued role in creating a positive environment for our children and families.

### About the Role

The successful candidate will provide general clerical and administrative support to the school, ensuring the smooth running of our day-to-day operations. You will work closely with the Headteacher, School Business Manager, staff and families, helping to maintain the school's high standards and warm, inclusive ethos.

This varied role requires someone who can work independently, manage multiple priorities and meet deadlines. Excellent interpersonal skills, a high level of accuracy and a positive, flexible attitude are essential.

### Key Responsibilities:

- Managing the school's admissions processes and pupil records
- Providing administrative support to staff and the leadership team
- Preparing and maintaining accurate correspondence, reports and documentation
- Supporting visitors, children, and parents with a friendly and professional manner
- Maintaining confidentiality and handling sensitive information appropriately
- Contributing positively to the wider life and ethos of our school

### The Ideal Candidate Will:

- Have previous experience working in a school or educational setting (preferred, but not essential)
- Demonstrate strong literacy, numeracy and IT skills
- Be trustworthy, reliable and able to use their initiative
- Remain calm and positive under pressure, with a good sense of humour
- Build positive relationships with pupils, staff and parents
- Support and uphold the school's Christian values and ethos
- Be an enthusiastic team player with a willingness to help others

Guilden Sutton C. of E. Primary School, Arrowcroft Road, Guilden Sutton, Cheshire. CH3 7ES  
Tel: 01244 300353 Email: [admin@guildensutton.cheshire.sch.uk](mailto:admin@guildensutton.cheshire.sch.uk) Website: [www.guildensutton.cheshire.sch.uk](http://www.guildensutton.cheshire.sch.uk)  
Headteacher: Mrs Theresa Rainford, B.Ed. National SENDCO Qual. NPQSL.



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## Why Join Us?

At Guilden Sutton Church of England Primary School, you'll be part of a caring community where children are at the heart of everything we do. We offer a supportive environment, opportunities for professional development and the chance to make a real difference every day.

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