



Hambridge Community Primary School,

Hambridge, Langport, Somerset, TA10 0AZ

Tel: 01460 281370

Administrative Assistant

Salary range: Grade 15 to 14. £12.85 to £13.47 per hour dependant on experience

37 Hours per week, hours can be negotiated for the right candidate

Term time only with pay award pending

Local Government Pension scheme

This is a permanent post with a start date of as soon as possible

(subject to the completion of a satisfactory probation period)

Hambridge Community Primary School (part of PPAT Education) have an exciting opportunity for an Office Administrator to join our team, support the headteacher and school colleagues in their duty to ensure that the school meets its educational aims.

You will be working within a busy school environment, providing a first line of contact between the school and the community. The ideal candidate will be friendly, flexible and well organised.

This is a varied role requiring initiative and enthusiasm.

The successful applicant will need excellent communication and interpersonal skills with experience of a general office environment and an aptitude for ICT. Integrity and confidentiality are essential.

How to Apply:

Please apply in writing by completing the application form.

This can be found at: <https://www.prestonprimaryacademytrust.co.uk/>

Application Deadline: we will review applications as they arrive.

Completed applications and a covering letter should be submitted to

tvallelly@ppat365.org

Visits to the school or any queries regarding the role are welcome;
please telephone to make an appointment on 01460 280370

PPAT is committed to equal opportunities and safer recruitment practice, pre-employment checks including criminal background check via the disclosure procedure will be undertaken before any post is confirmed.



Preston Primary Academy Trust
C/o Kingfisher Primary School,
Kingfisher Drive,
Yeovil,
Somerset,
BA22 8FJ

Tel: 01935 676350

Email: ppat@ppat365.org

Website: www.prestonprimaryacademytrust.co.uk