

CHRIST CHURCH C.E. PRIMARY SCHOOL

Pine Gardens, Surbiton,
Surrey, KT5 8LJ
Headteacher: Elena Hough
Tel: 020 8399 8166
Email: office@ccp.rbksch.org



School Office Administrator required from October 2026, temporary post

Salary: Grade C (Points 3 to 5)

Hours: 08:15am to 4:00pm (with 30 mins lunch), 5 days per week (Monday to Friday)

Contract: Temporary until the end of Autumn term 2026

Start Date: as soon as possible, ideally from 1st October 2026

We are seeking a dedicated and enthusiastic Office Administrator to join our supportive and welcoming team. This is an exciting opportunity to play a key role in the school office team, working closely with teachers, pupils, parents and the wider school community.

Our vision is *"I can do all things through Christ who strengthens me."* Philippians 4:13 and our Christian ethos permeates all that we do and so you should be committed to the aims and ethos of a Church School and promote outstanding progress of all learners.

We can offer:

- A happy school where children smile, are well behaved, eager to learn and are aspirational.
- A welcoming and warm, caring and supportive ethos with enthusiastic and skilled staff who are committed to pupil welfare and progress.
- A commitment to staff wellbeing and access to a comprehensive employee assistance programme.
- Participation in a positive and inclusive school community.

Main Duties and Responsibilities:

- Undertake all general reception duties.
- Manage all enquiries (telephone, face-to-face, email) efficiently and in a professional manner.
- Operate the school's door and gate entry system, and sign in visitors in accordance with the school's safeguarding procedures.
- Receive deliveries and receipt of goods.
- Support the Office Manager with simple financial administration
- Provide first aid as required for pupils during the school day (training will be provided)
- Support with lunch and break duties as required
- Work as part of the overall administrative team of the school to ensure the school runs smoothly and effectively at all times
- There may be additional opportunities to support the extended day club activities, by agreement.

The ideal candidates will:

- demonstrate excellent communication and interpersonal skills.
- have the ability to plan, organise and prioritise to meet deadlines.
- have excellent attention to detail.
- have the ability to use IT packages including MS-Word, Outlook, spreadsheets and other school software (some knowledge of Google packages preferable).
- have the ability to build effective working relationships with colleagues.
- have an understanding of data protection and confidentiality.
- Have a commitment to safeguarding and promoting the welfare of children.

- Be trained in first aid

Application forms are available to download from the school website. Completed forms should be returned to the school office via email to: mtillyer@ccp.rbksch.org We reserve the right to interview early so early applications are recommended.

Closing date: midday on Monday 21st September 2026

Interviews: from Wednesday 23rd September 2026

“The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. At Christ Church CE Primary School we believe in, and are fully committed to Equality and Opportunity for all. The ethos of our school is embedded in our core values.”

All successful appointments are subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced check. Applicants must have the right to work in the UK.