



St Andrew's C.E. (VA) Infant & Junior Schools
Lightcliffe Road, Brighouse, West Yorkshire HD6 2HH Tel: 01484 714964



Admin Assistant – Junior School

**Permanent position – up 32 hours per week
(hours and working pattern to be discussed with successful candidate)
Scale 3 (5-6)**

We are looking for a highly organised and pro-active individual to join the office team and ensure an efficient and effective administration service for the school. The role covers a full range of administrative functions to assist the School Business Manager in providing an effective and welcoming school office in our busy school and maintaining consistent administrative and financial systems as well as managing and monitoring pupil attendance.

The successful candidate will have:

- Experience of working in a school office
- Excellent organisational skills and attention to detail
- The ability to prioritise and remain calm under pressure
- Excellent communication and problem-solving skills
- Strong IT skills including experience of Bromcom or similar MIS packages
- The ability to act as a positive role model to staff, pupils and parents.

St Andrew's CE (VA) Junior School is a happy, inclusive two-form entry school. Our school has been rated 'Outstanding' in our most recent Ofsted and were found to be enabling the children to flourish in our most recent SIAMS inspection. We have an incredible team of staff and supportive governors who work well together to make our school a warm and welcoming place to be. We take great pride in providing an excellent all round education for all of our pupils.

We can offer you:

- A well-resourced, attractive and spacious working environment
- Happy children who are enthusiastic about their learning
- Support and networking opportunities across the two schools in our Federation
- Robust continued professional development – we have a proven track-record of supporting and developing our staff.

For more information about the posts, or to arrange a visit, please phone 01484 712895 between 9:00am and 3:00pm.

The school is committed to safeguarding the rights, welfare and safety of all children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring Service before the appointment is confirmed.

Further details and application forms can be obtained from the school website.

Completed application forms should be returned to the school office or by email to: admin@st-andrews-inf.calderdale.sch.uk by 12 noon on Tuesday 14th July 2026.

Interview date: Friday 17th July 2026