

## Part-Time Office Administrator

### St George's Church of England Primary School, Chorley

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There's never a dull day in a primary school – and you wouldn't want there to be. From the laughter of kids arriving in the morning to the quiet hum of lessons and the joyful chaos of home time, life at St George's is full of warmth, energy, and purpose.

We are a school that believes every person who comes here should want to come — not feel they have to. Our vision, rooted in Deuteronomy 31:6 – “Be determined and confident knowing that God is with you,” reminds us daily that courage, kindness, and faith walk hand in hand. It shapes how we teach, how we lead, and how we care for one another.

We're now looking for a part-time Office Administrator to join our school. You'll be that first friendly face in the morning, supporting our School Administrator and helping ensure the daily rhythm of school life runs like clockwork. You will be able to keep the confidences of the school.

It's a role for someone who thrives in variety and values people. You'll juggle calls, emails, registers, and the odd missing PE kit, all while keeping calm, organised, and cheerfully professional. Behind every spreadsheet and smiling greeting lies something profound — helping kids feel safe, seen, and valued.

At St George's we believe in teamwork, compassion, and courage — and we love what we do. If you're seeking a role where laughter and purpose go hand in hand, where every day matters, and where you can genuinely make a difference, we'd love to hear from you.

13 hours per week (term time only, 38 weeks per year)

Start time: 8:45 am (working pattern negotiable)

Salary. £12.85 per hour

#### **Key responsibilities include:**

- Supporting the School Administrator with day-to-day office tasks
- Handling telephone and face-to-face enquiries courteously and efficiently
- Assisting with school communications, attendance, and record keeping
- Providing general administrative and clerical support as required

Experience in a school office or similar environment would be an advantage, but full training will be provided for the right candidate.

At St George's, we are a welcoming and caring school community where teamwork, positivity, and kindness are at the core of everything we do.

**Safeguarding:**

St George's CE Primary School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS check and provide satisfactory references in line with safer recruitment practices.

*Closing date:* Monday 24 November 2025

*Shortlisting:* Tuesday 25 November 2025

*Interviews:* Wednesday 3 December 2025 (in school)

Further details and application forms are available on our school website. Completed application forms should be returned to:

bursar@st-georges.lancs.sch.uk

For more information about the post, please contact the School Bursar via the same email address.