

Position: Administration Assistant
Organisation: Ickworth Park Primary School
Closing Date: Friday 23rd January 2026, 12.00 noon
Salary: Grade 2 Point 2 (£12.65 per hour)
Hours of Work: 20 hours per week term time only (38 weeks)
8.45am to 12.45 pm Monday to Friday
Contract: Permanent
Required: 23rd February 2026



Ickworth Park Primary School are looking to recruit an enthusiastic, friendly and dedicated administrator for the school office.

We are part of the All Saints Schools Trust which gives our staff access to a wealth of support, CPD and networking opportunities with sixteen other local primary schools.

We can offer:

- A friendly and supportive staff team that enjoys working together in our lovely school.
- A calm, purposeful working environment with delightful, well-behaved children.
- Supportive parents and governors.

In return we ask that you:

- Have a friendly, welcoming personality as the first point of contact for all our visitors, children and families
- Work alongside the Administrator to support the day to day running of a busy office
- Have an ability to maintain confidentiality and be highly organised
- Have excellent communication skills with adults and young children
- Have a good standard of written English (GCSE grade A-C or equivalent)
- Demonstrate the ability to use Microsoft Office packages and software
- Are a positive person with a good sense of humour.
- Are a team member who is adaptable and flexible with an ability to work under pressure and to strict deadlines.

Experience of working in an education environment and/or an office would be advantageous

Ickworth Park is part of All Saints Schools Trust, a group of 16 successful schools sharing expertise and resources. This powerful collaboration provides excellent continued professional development and career prospects.

If you would like further information, please contact Kirsten Steele on k.steele@asst.org.uk or by calling the school office on 01284 735337. Visits to the school are welcomed.

We reserve the right to close the advertisement early and strongly suggest that application forms are submitted as soon as possible.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. DBS checks and references are required for relevant posts.