

Administrative Assistant

Salary: H3–H4 (£25,583–£27,254 FTE, depending on experience)

Hours: Part time/Full time TBC Monday to Friday, term time only

Contract: Temporary

Start Date: As soon as possible

About Central Primary School

Central Primary School is a Grade II listed school in the heart of Watford, serving a wonderfully diverse community. We are proud to be an inclusive school where every child is known, valued, supported and challenged to achieve their very best. Our values of Kindness, Persistence, Curiosity, Forgiveness and Hope underpin everything we do.

Following our Ofsted inspection in February 2026, we were proud to be recognised as Strong in Inclusion and Personal Development, with Expected judgements across all other areas. This reflects the warm, welcoming culture we have created for our children, families and staff.

The Role

We are looking to appoint a friendly, organised and professional Administrative Assistant to join our busy office team.

As the first point of contact for many of our families and visitors, you will play a vital role in creating a welcoming and positive experience for everyone who comes into our school. You will provide administrative support across a range of areas including reception, attendance, financial administration, pupil records and the effective use of our school management systems.

No two days are the same, so we are looking for someone who is organised, adaptable and able to prioritise their workload while remaining calm under pressure.

Most importantly, we are looking for someone who shares our values. We need someone who is kind, patient and approachable, who enjoys working with people and understands the importance of building positive relationships with children, families, colleagues and external professionals. Our school community is wonderfully diverse, and excellent communication, empathy and a genuine desire to help others are essential qualities for this role.

We are a supportive and collaborative team who believe that a positive attitude and a good sense of humour help make even the busiest days enjoyable. If you are looking to join a school where people genuinely care about one another and where your contribution will be valued, we would love to hear from you.

What We Can Offer

- A warm, welcoming and supportive school community.
- Friendly and dedicated colleagues who work collaboratively.
- A commitment to staff wellbeing and work-life balance.
- High-quality professional development and opportunities to develop your career.
- The opportunity to make a genuine difference to the lives of children and families every day.

Visits to the school are warmly welcomed and encouraged. Please contact the school office to arrange a visit or an informal conversation with the Headteacher.

Central Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service (DBS) check, satisfactory references and all other safer recruitment checks.

Contact Details

Sabrina Wright

Headteacher

head@central.herts.sch.uk

01923 225129