



UNIVERSITY OF  
CAMBRIDGE  
PRIMARY SCHOOL

# Office Administrator

*Are you a positive and professional person who thrives in a busy environment and enjoys supporting others?*

*This is an exciting opportunity for a highly organised and personable individual to become a key member of our school community. We are looking for someone who thrives in a busy environment, takes pride in delivering excellent customer service, communicates effectively with a wide range of people, and approaches challenges with a positive, solution-focused mindset. The successful candidate will play an important role in creating a welcoming atmosphere while supporting the school's vision, values, and ethos.*

**Salary: SCP 5 – 6 (£25,583 - £25,989 FTE)  
(37 hours per week, 39 weeks a year)**

The University of Cambridge Primary School strives to be an outstanding school. Alongside this responsibility, we work closely with a range of partners, including the Faculty of Education and the University of Cambridge, to support initial teacher training and educational research. The school is the first University Training School for primary education, and expectations are therefore exceptionally high. As such, the Headteacher and Governing Body invite applications from highly motivated and organised individuals with energy, enthusiasm and vision to help ensure excellent first impressions for our school community. As the school's first point of contact at the main reception desk, you will provide a welcoming, professional and efficient service to pupils, parents, visitors and staff, while delivering a high standard of customer care that reflects and promotes the school's values and ethos.

We are seeking a strong candidate who can deliver excellence in all aspects of front-of-house operations, customer service and general office administration. The successful candidate will be highly organised, motivated and passionate about providing an exceptional customer experience. Previous experience working in a high-expectation environment would be advantageous, although it is not essential.

The ability to communicate confidently and effectively with members of the public, and to provide advice and information in clear, accurate spoken English, is essential for this role.

Our school can offer you:

- An opportunity for you to make a real difference in the lives of our young children
- A supportive leadership team to help you thrive
- A welcoming and enthusiastic environment with a talented and dedicated staff team

- Opportunities for further learning to the development of the school

The successful candidate will need to:

- Have a warm, friendly and approachable manner, with a positive and enthusiastic attitude. Be cheerful, professional and tactful, with the ability to build positive relationships with pupils, parents, staff and visitors.
- Have effective interpersonal skills and the ability to work as part of a team
- Be adaptable, proactive and flexible – with a good sense of humour and team spirit.
- Be able to adapt and take on ad-hoc requests in a fast-moving educational landscape
- Be a self-starter, works on own initiative, strong organisational skills.
- Ability to establish priorities and meeting agreed targets and deadlines.
- Professional demeanor and ability to deal with various visitors, staff and governors.
- Experience of using a wide range of office equipment and IT software.

All staff are employed by the UTS Cambridge Trust not the University of Cambridge.

**All applications must be submitted electronically, via MyNewTerm.**

**Closing date for applications:** Thursday 9<sup>th</sup> July 2026 at 09:00 am.

**Shortlisting:** Friday 10<sup>th</sup> July 2026

**Interviews:** w/c 13<sup>th</sup> July 2026

**Start date:** Tuesday 1<sup>st</sup> September 2026

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We take our Prevent Duty seriously and promote British Values at all times. Equality for all children, staff and volunteers is embedded in our ethos, thus meaning discrimination of disability, race, religious beliefs, gender, sexual orientation, sexual identity and gender identity is not tolerated. Appointment to this post will be subject to an enhanced Disclosure and Barring Service check and satisfactory references. Candidates will also need to declare that they are not barred from working with children because of the rules related to barring by association.*