



# Admin Support Officer

Chappel Church of England Primary School

The Street, Chappel, Colchester, CO6 2DD



LIFE Education Trust

[lifeeducationtrust.com](http://lifeeducationtrust.com)

01206 735267/01787 22296

@lifeedutrust

**Start Date:** September 2026

**Contract Type:** Permanent

**Contract Term:** Part-Time

**Scale:** 6.12 – 6.17

**Annual Salary:** £28,598-£31,022 pa FTE

**Actual Salary:** £4,473-4,852

**FTE:** 39 weeks pa = term time plus inset days (15.64% FTE)

**Hours:** Fridays – 8.30am-3.45pm (6.75 hours)

### **Application deadline:**

9am on Wednesday 9 July 2026

### **Interviews to be held:**

Wednesday 15 July 2026

## **Our Way of LIFE**

Our Purpose is *'To build great learning communities where children flourish'* and at LIFE Education Trust we work collaboratively to ensure that everything we do can positively impact the lives of our pupils and employees.

To accomplish our purpose, we use our 3 core beliefs: *'Courageous Optimism', 'Boundless Creativity' & 'Heartfelt Compassion'*. We believe in helping colleagues and pupils achieve their personal best and we strive to recruit first class talent for our Trust.

We are looking for individuals who share our passion for providing excellent learning environments, making our schools the best they can be and having a positive impact in the community. You will be joining an organisation that can offer you many opportunities to progress and make a real difference.

We are now looking to appoint a passionate and inspiring part-time **Admin Support Officer** to join **Chappel C of E Primary School**.

### **Job Purpose:**

We support our schools to deliver excellent pupil outcomes, create vibrant, exciting environments and offer rewarding careers for employees. To help us with this, we are looking to appoint a reliable, caring, enthusiastic and motivated individual to join our friendly team as a part-time **Admin Support Officer** at Chappel C E Primary School.

### **The successful candidate will:**

- Share our passion and commitment to building great learning communities
- Be an integral part of the admin team and help maintain a brilliant community where students flourish
- Provide efficient, professional secretarial, and administrative support to the admin team and wider school community.
- Work as part of a team and have excellent communication skills
- Be professional, approachable and caring
- Have excellent skills in Microsoft Office including Excel and Word
- Be able to plan effectively to enable multi-tasking
- Enjoy working with children
- Receive and deal with enquiries from parents, staff, students, governors and outside agencies
- Support pupils and parents by communicating with them regarding a range of matters such as attendance, punctuality and wellbeing
- Ability to be flexible to suit the needs of the school

### **You must have:**

- a flexible "can-do" approach
- the ability to communicate with children and staff
- good organisational skills
- patience and understanding

### **In return we can offer you:**

- Supportive and friendly colleagues
- Happy, friendly and well-behaved pupils
- A stimulating & welcoming environment in a fantastic school community
- High quality continuous professional development
- An all-inclusive and supportive Senior Leadership Team and Multi-Academy Trust
- Access to the Schools Advisory Service (SAS) the Trust's employee well-being support and medical programme. This includes 24 hours a day access to a GP helpline for you and those in your household, a counselling service, stress management and weight loss programme, physiotherapy, menopause support and much more

**The successful candidate will be part of a positive environment in a small, friendly village school with dedicated and supportive colleagues who strive for excellence.**

The Trust reserves the right to interview prior to the deadline date. We encourage and welcome applications from all backgrounds and all parts of the community, particularly people from ethnic minorities who are currently under-represented. LIFE Education Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

## **Applications:**

If you feel you have the qualities for this post, please apply by **9am on 9 July 2026** through <https://mynewterm.com>

Details about the school and a link to this vacancy on MyNewTerm can be found on the school website: [www.chappel.essex.sch.uk](http://www.chappel.essex.sch.uk)

For further information about this role, please contact the People Support Officer:

[gwilson@lifeeducationtrust.com](mailto:gwilson@lifeeducationtrust.com)

or school office at:

[admin@chappel.essex.sch.uk](mailto:admin@chappel.essex.sch.uk)

Visits to the school are welcomed.