



Kelsall Primary & Nursery School  
Flat Lane, Kelsall  
Cheshire  
CW6 0PU.  
Tel: 01829 752811  
Website: [www.kelsall.cheshire.sch.uk](http://www.kelsall.cheshire.sch.uk)  
Headteacher: Mrs Sarah White  
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Deputy Head: Mrs Chloe Hook  
"A Love for Learning"

## ADMINISTRATION OFFICER

<b>Employer</b>	Cheshire Academies Trust	<b>Job Title</b>	Administration Officer
<b>Location</b>	Kelsall Primary and Nursery School	<b>Contract type</b>	22.2 hours, 38 weeks per year (3 days)
<b>Salary Band</b>	Grade 4 (FTE £25,185 - £25989) Actual Salary £12,704 - £13,109	<b>Closing date</b>	<b>9am on Friday 12<sup>th</sup> December 2025</b>
<b>Job starts</b>	As soon as possible		

### Advert

The governors of Kelsall Primary and Nursery School are seeking to appoint an Administration Officer to join our outstanding team as soon as possible.

This is an exciting and varied role. The post holder will be responsible for school-based administration, front of house operations and liaison with internal and external services. The role requires the ability to work in a busy school environment and to work efficiently and precisely under pressure, by prioritising and taking initiative. Applicants should be organised, flexible, self-confident and possess excellent communication, interpersonal and IT skills along with the ability to multitask. Ideally the successful candidate will have experience working in a school office, but full training will be provided.

In addition to being an important member of our fantastic team, we can offer:

- Permanent contract (following successful 6-month probationary period)
- Annual pay increases on a national pay scale
- Pro-rated annual leave of 26 days + bank holidays (rising to 31 days after 5 years' service) + bank holidays
- Membership of the Local Government Pension Scheme
- Annual Flu Jab

Please read our job description and person specification closely. If you think you may be the candidate we are looking for and would like further information, or an informal discussion, please contact Amanda Crowder, Business Manager, on 01829 752811 or email: [businessmanager@kelsall.cheshire.sch.uk](mailto:businessmanager@kelsall.cheshire.sch.uk). We would like to offer all potential candidates the opportunity to visit our school and find out more about the role. Visits will take place by appointment please contact the school to make an appointment.

To apply for this role please complete the application form along with a letter of application (no more than 2 sides A4) detailing your skills, qualifications and experience, aligned to the job description and person specification. We do not accept C.V.'s and will not consider applications submitting a C.V.

CAT Academies are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. This includes a request for references, prior to interview. Shortlisted candidates are expected to provide evidence of qualifications at interview and a satisfactory, enhanced DBS check will be undertaken before final confirmation to the successful candidate.

We warmly welcome applications from every suitably qualified member of our local community. We regret that we are unable to provide feedback on the shortlisting process. If we have not been in touch with you by 12<sup>th</sup> December then, unfortunately, your application has been unsuccessful on this occasion.

**Shortlisting: Friday 12<sup>th</sup> December 2025**

**Interviews: Tuesday 16<sup>th</sup> December 2025 (Time T.B.C)**

*We reserve the right to close advertisements early. Advertisements will therefore close at 9am either on the advertised closing date, or the day the decision has been taken to close the advertisement early.*