

Central Primary School

Our mission statement: Every Child is Central



Headteacher: Sabrina Wright

September 2026

Dear Potential Candidate,

Thank you for expressing an interest in the position of Administrative Assistant at Central Primary School.

I joined Central Primary School as Deputy Headteacher in September 2021 and was appointed Headteacher in April 2023. Since then, we have been on an exciting journey together, with a clear focus on providing the very best education and care for every child.

One of the things that struck me most when I joined Central was the kindness and commitment of the staff. We are a genuinely caring, collaborative school where we believe every child should be known, valued, understood, supported and challenged to achieve their very best. Our values of kindness, persistence, curiosity, forgiveness and hope underpin everything we do and are reflected in our broad, ambitious curriculum, which celebrates and represents our wonderfully diverse community.

In February 2026, we were delighted that Ofsted recognised the strength of our work, judging the school as Strong in Inclusion and Personal Development, with Expected judgements across all other areas. We are proud of this recognition, but even more proud of the culture that sits behind it; a school where children and families feel welcomed and supported.

As our Administrative Assistant, you will often be the first person that families, visitors and children meet. We are looking for someone who is organised and efficient, but above all kind, patient and approachable. Every interaction matters, and we want all members of our school community to feel welcomed, listened to and valued. Central serves a wonderfully diverse community, and many of our families speak a range of languages. We are therefore looking for someone who can communicate with warmth, empathy and clarity, taking the time to ensure that everyone feels supported and understood.

Our office is a busy environment where no two days are the same. We support one another, celebrate successes together and believe that kindness, teamwork and a good sense of humour make all the difference. We are looking for someone who enjoys working with people, is willing to roll up their sleeves when needed and wants to be part of a team that genuinely cares about each other and the children we serve.

We are equally committed to supporting our staff. Your professional development and wellbeing matter to us. We value people who are keen to learn, embrace new challenges, work collaboratively and continually reflect on their own practice. We believe everyone can continue to grow, and we are committed to providing opportunities for all staff to develop their skills and flourish.

I would strongly encourage you to visit the school or arrange a conversation with myself or the School Business Manager before applying. We would be delighted to show you around,

introduce you to our team and give you the opportunity to experience the warm, welcoming atmosphere that makes Central such a special place to work.

I look forward to receiving your application.

Kind regards,

Sabrina Wright
Headteacher