



Administration Assistant

Temporary Position 1st September 2025 until 31st August 2026
21 hours per week (Wednesday, Thursday, Friday 8.15am to 3.45pm)
38 weeks per year
Grade 3 Salary £24790 Pro rata £11791



Oughtibridge Primary School is a large, popular village school on the northern outskirts of the city. The school was judged as Outstanding in all areas by Ofsted (November 2023) and is part of Peak Edge, a Primary Phase Academy Trust. The Governors of the school are seeking to appoint a highly motivated and dedicated individual to a Administration Assistant Position.

This is an exceptional opportunity for someone with drive and ambition to become part of the team at Oughtibridge Primary School. We are at the heart of a vibrant and supportive community and have a reputation for innovative practice and staff development. Whilst set in a stunning rural location, we also benefit from the opportunities of being part of a large city.

Our school has a welcoming and friendly ethos and has strong support from parents and governors alike. This post is to provide general office support.

We are looking for an excellent Administration Assistant who:

- is a team player
- can use their own initiative
- can produce quality work to a tight deadline
- can work as part of a team providing a high level of administrative support to the school
- is computer literate
- has excellent reception/telephone skills
- Is skilled in the use of Microsoft Office
- Knowledge of SIMs would be an advantage but is not essential

We can offer you

- A highly motivated and dedicated staff team
- A committed, active and supportive Governing Board
- Active and engaged parents and carers
- A school with strong community ties
- A committed Family of Schools within our Academy Trust with many opportunities for partnership working and joint CPD
- Opportunities to grow and be promoted across Peak Edge Trust

Application forms and further details can be obtained by contacting Mrs Jeanette Whitehead, Admin/Finance Officer, via email on Jwhitehead@oughtibridge.sheffield.sch.uk, and to which completed forms should be returned. Our school is committed to safeguarding and promoting the welfare of our children. Child safety recruitment procedures operate and the post is subject to an enhanced DBS disclosure.

Closing Date: Monday 30th June 2025. Interviews Friday 4th July 2025