



Office Assistant

Clapham and Patching
CofE Primary School
Recruitment Pack
June 2026





Welcome

Thank you for your interest in joining South Downs Education Trust. As a cross-phase multi-academy trust based in the heart of West Sussex, we are proud to offer a unique blend of pastoral care and high-quality, inclusive education. We believe every child and young person reaches their full potential - regardless of their starting point. Our core values guide everything we do:

- **Community** – By working as one, we share expertise and achieve more for our schools.
- **Resilience** – We prioritise the wellbeing of students and staff, fostering a culture of care, balance, and strength.
- **Integrity** – We act with honesty and stay true to our values in all that we do.
- **Respect** – We celebrate individuality and encourage everyone to bring their unique strengths and perspectives.
- **Excellence** – We are committed to delivering the very highest standards in education.

We are excited to welcome passionate and dedicated professionals who share our vision and values. Whether you are at the start of your career or looking for your next challenge, South Downs Education Trust offers a supportive, ambitious, and collaborative environment where you can truly thrive. We look forward to the possibility of welcoming you to our team.

Warm regards

Pan Panayiotou

Chief Executive Officer South Downs Education Trust





Welcome

Thank you for your interest in joining Clapham and Patching Church of England Primary School.

Guided by God and our school values of community, integrity, respect, resilience and excellence, we provide a nurturing and inclusive environment where every child is known, valued and encouraged to reach their full potential. Our small, dedicated staff team work together and ensure that wellbeing is a focus for our whole school community.

We have high expectations for both learning and behaviour and believe that all children can achieve excellence when they are supported and challenged appropriately. Our knowledge-rich curriculum, designed around our local context, ensures children develop a deep understanding of the world while making strong academic progress across all subjects. We love to take our learning outdoors, fostering curiosity, resilience, and a love of discovery that extends beyond the classroom.

We look forward to welcoming kind, talented and motivated professionals who share our commitment to making Clapham and Patching CofE Primary School the very best it can be.

Warmest regards

Justine Chubb

Headteacher





Job description

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| Job title | Office Assistant or Apprentice Admin Assistant: start date 1 Sept 2026 |
| Salary | Office Assistant NJC GRADE 4 point 5 FTE £25,583 [Actual wage based on FTE £8,935] Apprentice - rate as agreed |
| Location | Clapham and Patching CofE Primary School |
| Contract | Part time 15 hours per week, 39 working weeks, 8.15/30-11.15/30 Monday to Friday, Term Time only + inset days. |

Role description

The Office Assistant role provides administrative support to the school in conjunction with the Office Manager. The tasks range across communications, trips, pupil records, finance and varied general office tasks and the Office Assistant will also take responsibility for Breakfast Club administration.

Qualifications and Experience

All criteria are essential unless stated otherwise

- Experience of working in an administrative or office management role, ideally within an education or public sector setting (desirable for apprentice)
 - Good organisational skills with the ability to manage and prioritise multiple tasks
 - Excellent written and verbal communication skills
 - High level of accuracy and attention to detail
 - Confident IT skills, including Microsoft Office (Word, Excel, Outlook) and willingness to learn school systems (e.g. SIMS, ParentApps, ParentPay CPOMS, Every)
 - Ability to handle sensitive and confidential information appropriately
 - Effective interpersonal skills and the ability to build positive relationships with staff, pupils, parents and external agencies
 - Ability to work independently as well as part of a small team
 - Flexible and proactive approach to work
 - Knowledge of attendance procedures, safeguarding practices and data protection requirements (desirable)
 - Experience supporting school events, trips or extracurricular activities (desirable)
 - Understanding of basic finance processes (e.g. purchase orders, payments, reconciliation desirable)
 - First aid or willingness to undertake training (desirable)
 - Experience of supporting HR processes (e.g. recruitment administration, contracts, attendance monitoring, safer recruitment compliance - desirable)
 - Must have own transport to site
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- GCSEs (or equivalent) in English and Maths at Grade C/4 or above (or equivalent qualification/experience)
 - Relevant administrative, business or HR qualification (e.g. NVQ Level 3/4 or equivalent) (desirable)



About us

South Downs Education Trust (SDET) is a dynamic and growing Multi-Academy Trust (MAT) committed to delivering exceptional educational outcomes across our schools. Currently comprising two schools, we have ambitious plans to expand by incorporating at least two additional schools in the near future.

Key Responsibilities

General Administration & Office Support

- Provide day-to-day administrative support across the school office
- Manage the school email inbox and respond or redirect queries appropriately
- Check answerphone messages and take appropriate action
- Handle incoming and outgoing post
- Maintain office systems, spreadsheets and records
- Ensure office supplies and stationery are monitored and ordered
- Support smooth daily running of the office

Communication & Parent Engagement

- Use ParentApps system including messages, forms, club bookings, trip communications and reminders
- Assist in preparing and sending newsletters, letters and other correspondence
- Upload newsletters, policies, events and photographs to the school website and maintain calendar accuracy
- Book and participate in parent tours, open mornings and parents' evenings
- Upload pupil photos and communications to parents securely

Attendance & Pupil Records

- Assist in monitoring and processing daily attendance, including registers
- Follow up unexplained absences with parents in a timely manner
- Assist in maintaining and updating SIMS pupil data, including attendance, medical and demographic information
- Run attendance reports and maintain tracking spreadsheets, including persistent absence checking
- Assist in preparing reports and documentation for attendance meetings
- Issue attendance communications including letters, certificates and reminders
- Process leave of absence requests and maintain accurate records

Admissions & Pupil Administration

- Support reception intake and in-year admissions processes
- Process pupil leavers and transfers, including CTF files and record updates



- Update pupil records across all systems (SIMS, ParentApps, ParentPay, Tapestry)
- Assist with processing secondary transfer documentation for Year 6 pupils
- Prepare intake packs and enrolment data

Trips, Clubs & Events Coordination

- Assist in organising school trips including letters, consent, payments, risk assessments and Evolve submissions
- Assist in booking transport, prepare trip packs and maintain trip documentation
- Assist in coordinating swimming, Bikeability and other activities
- Support the set up and management after-school clubs, including registers and parent bookings
- Support organisation of school events, church services and end-of-term activities

Finance & Procurement

- Raise and monitor purchase orders seeking support where required
- Process trip payments, track balances and follow up unpaid amounts
- Assist in managing the ParentPay system including account setup and reconciliation
- Process staff expenses and support payroll reporting
- Arrange payments for services including transport, maintenance and supplies

HR & Staffing Administration

- Support recruitment processes, including advertising roles and organising interview days
- Carry out pre-employment checks and maintain the Single Central Record in line with KCSIE
- Process new starter and leaver documentation
- Assist with maintaining staff records, training logs and absence records, DBS checks, references and compliance requirements

Safeguarding, Compliance & Health & Safety

- Maintain safeguarding records, visitor systems and procedures
- Update and maintain the Single Central Record and statutory compliance records
- Record accidents and incidents appropriately
- Maintain health & safety compliance systems (e.g. Every), including fire drills /checks
- Ensure safeguarding and visitor procedures are consistently followed

Reception & Daily Operations

- Manage visitor sign-in systems and ensure safeguarding procedures are followed
- Provide front-of-school support, greeting visitors and responding to queries
- Help to prepare daily communication for teaching staff
- Maintain displays such as attendance and house point boards
- Support assemblies with certificates and resources

Breakfast Club Administration

- Manage bookings, registers and communications for Breakfast Club
- Liaise with parents regarding attendance and queries
- Ensure accurate record keeping and reporting



What We Offer

- The post is based in our small village school in Clapham, in the heart of the South Downs.
- Work as part of a dedicated and professional team
- The chance to make a lasting impact on the lives of staff and students.
- Competitive salary package and benefits aligned with sector standards.

Benefits

- A friendly and supportive environment.
- The opportunity to work with well-motivated students and supportive parents and staff.
- A village location on the coast
- Free well-being and medical support cover.
- The opportunity to be part of the South Downs Education Trust MAT.

How to apply

If you feel you have the necessary skills for this position and would like further information, an application form can be downloaded from the links provided on the school website at **www.claphamandpatching.co.uk**

Completed application forms should be sent to Mrs Justine Chubb, Headteacher, C/O **office@claphamandpatching.co.uk** or sent to Clapham and Patching CofE Primary School, The Street, Clapham, West Sussex BN13 3UU.

Closing date for applications is Monday 29 June 2026 at 12 noon, with **interviews between 30 June-3 July 2026**. An early application is advised as we reserve the right to close the vacancy early if sufficient suitable applications are received.

NOTE FOR RECRUITMENT AGENCIES: We prefer to hire people directly but we do have a preferred supplier list for when we need a helping hand. We will be in touch if we need you.

Please note, because of the nature of this job, if you are successful in your application, you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences. We will also complete media searches as part of due diligence and safeguarding checks in line with KCSIE guidance.

- South Downs Education Trust (SDET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Worthing High School & Clapham and Patching C of E Primary school are part of SDET, which is an academy trust and a charitable company limited by guarantee and registered in England and Wales with company number 8276210. The Registered Office is at: South Farm Road, Worthing, West Sussex BN14 7AR
- We recognise continuous service from academy/non-academy schools