

**Mawsley Community Primary School**  
**Scholars Row**  
**Mawsley**  
**Kettering**  
**Northants**  
**NN14 1GZ**



Dear Applicant,

**Re: Vacancy for Part time Office Administrator at Mawsley C.P School.**

Thank you for requesting an application pack for the post of Office Administrator, to support at Mawsley Primary School. The post is a part time post with a start date of 1<sup>st</sup> September 2026. The ideal candidate for this position will have experience of an office/school environment. The successful candidate will need to demonstrate a consistent calm approach where patience, care and flexibility are paramount. The salary will be NJC Point 3-4 £24796-£25185 paid pro rata to hours and weeks per year.

We are looking for a warm, organised and enthusiastic Office Administrator to join our vibrant primary school team. This is a fantastic opportunity for someone who enjoys working in a nurturing environment where every day brings something new and every member of staff strives to be their personal best.

As a key member of our front office, you will be the welcoming face of the school and an essential part of our daily operations. Your responsibilities will include:

- Managing pupil attendance and maintaining accurate records
- Updating and maintaining the school website and communication platforms
- Providing general administrative support to staff and leadership
- Handling enquiries from parents, carers and visitors with professionalism and warmth
- Supporting the smooth running of the school office and wider team

**Working Pattern**

- Monday 8.30-1pm
- Tuesday 8.30-1pm
- Wednesday 8.30-1pm
- Thursday 8.30-1pm
- Friday 8.30-11.30am and 12.00 – 3.30pm

Our school opened in September 2004 with four classes and 87 children on roll. It was originally built to accommodate 210 children in seven classrooms. We currently have 277 children on roll with one mainstream reception class, two mainstream mixed year 1 and 2 classes, two mainstream mixed year 3 and 4 classes and three mainstream mixed year 5 and 6 classes. In September 2023, our first class within the specialist provision opened with capacity for 9 children, our expansion in September 2024 enabled us to teach 27 children within the unit, with our final expansion this year September enabling us to reach our capacity of 36 children.

The school serves Mawsley Village, which is situated just outside Kettering, off the A43 Kettering to Northampton Road. We pride ourselves on being a school with high expectations and achievement and one who develop good links with parents and the local community. Our Ofsted report, published in July 2022, supports this by stating:

***'Mawsley Primary School is a happy and welcoming school where everyone respects each other. Pupils enjoy learning and playing together. Leaders want all pupils to 'be brave, be kind and be yourself'. Pupils certainly are.'***

**Mawsley Primary School is committed to safeguarding procedures with regard to staff recruitment.** The successful candidate will be required to apply for an enhanced DBS disclosure. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

The closing date for applications is **Thursday 4<sup>th</sup> June at 5pm** and can be sent or e-mailed ([nicola.watts@mawsley.org.uk](mailto:nicola.watts@mawsley.org.uk)) to the school. Interviews will be held on Thursday 11<sup>th</sup> June 2026.

**Start Date: 1<sup>st</sup> September 2026 (Summer term start possible if successful candidate available)**

We look forward to meeting you.

Thank you for your interest in this vacancy.

Yours sincerely

Michelle Harris  
Headteacher