

Brampton Primary School

Sawmill Lane, Brampton, Cumbria, CA8 1BZ



**Brampton
Primary School**

Permanent Term Time, Part Time Level One School Administrator

Salary: BS3 £24,796 per annum pro-rata (plus the living wage supplement)- hourly rate £13.45 per hour

Working hours: 6.75 hours per week (to be worked over 1 full day) 8.30am – 3.45pm

Required start date- September 2026

Brampton Primary School is looking to appoint a cheerful, welcoming, highly efficient and motivated School Administrator to join our fantastic team.

The successful candidate should:

- have excellent communication and interpersonal skills
- have experience of clerical and administrative work
- have good numeracy and literacy skills
- have effective ICT skills
- be organised, adaptable and able to manage workload in a busy school office environment
- be able to handle sensitive information with confidentiality and discretion

Previous experience working with children is desirable but not essential.

Brampton Primary School is known as a friendly and happy school at the heart of the community. Our children are challenged to achieve their true potential through the dedicated work of a team of excellent staff, parents and governors. We want to ensure that every child has belief, perseveres and therefore succeeds in their endeavours.

For an application pack please visit <https://www.bramptonprimaryschool.co.uk/> or email emma.westwood@brampton.cumbria.sch.uk. The closing date for applications is Monday 15th June at 12 noon. Interviews will be held on Thursday 18th or Friday 19th June 2026

Our School Business Manager, Mrs E Westwood, can be contacted on the above email address or on 01697742158 if you have any further questions.

Brampton Primary School is committed to the safeguarding of its pupils and expects all staff and volunteers to share this commitment. The successful candidate will be appointed on the completion of an Enhanced Disclosure and Barring Service check in line with the Government's Safer Recruitment guidelines and on receipt of professional references.

Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.