



Advert - Administration Assistant - Upton Noble CofE VC Primary School

Role: Administration Assistant

Rate of Pay: Somerset Pay Grade 15 - Spinal Point 4 - £13.05 per hour

Hours of Work: Fridays 08:30 - 16:00 Term Time only

The East Somerset Federation is currently recruiting for an Admin Assistant to support in the school office based at Upton Noble CofE VC Primary School.

The role will be 1 day per week (Fridays) term time only.

The position is to start on or after 11 September 2026 subject to DBS Clearance.

The ideal candidate will have a flexible approach to working and be able to manage their time effectively. The role requires excellent communication skills, and would suit someone who is diligent and organised with a strong attention to detail. The role requires excellent interpersonal skills with parents, staff and pupils, together with a patient and caring demeanour.

Checks and Qualifications:

All successful candidates are required to provide references and complete an Enhanced DBS check prior to employment.

Start Date: 11 September 2026

Closing Date: 1 September 2026

Interviews: Interviews will be held at Upton Noble Primary School week beginning 7 September 2026.

Applications: Please email all applications to
uptonoffice@eastsomersetfederation.co.uk