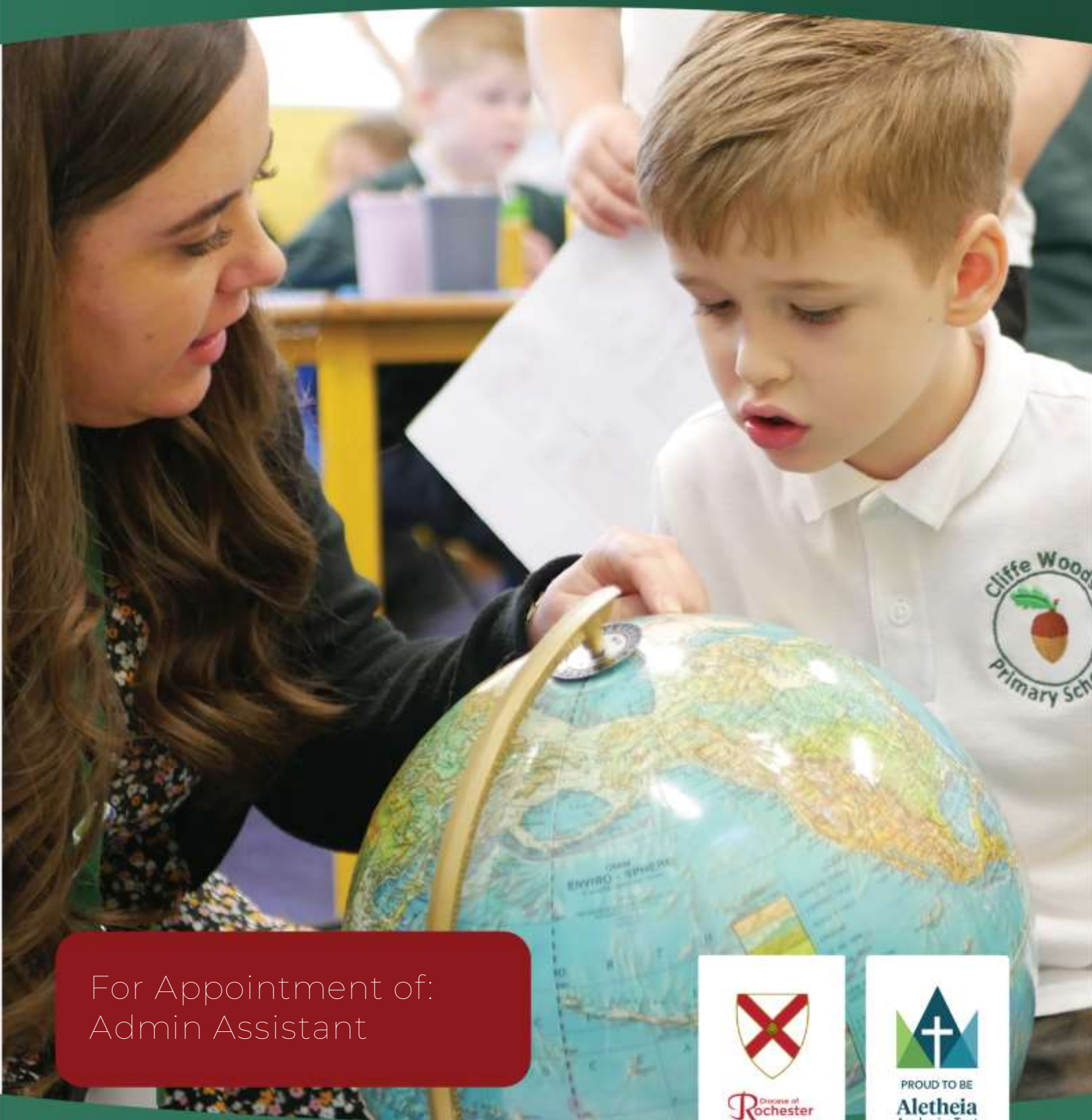




**Cliffe Woods
Primary School**

Working at Cliffe Woods Primary School

Join our Team



For Appointment of:
Admin Assistant



Diocese of
Rochester



PROUD TO BE
Aletheia
Academies Trust



Headteacher's Welcome

James Bernard

I am delighted to welcome you to Cliffe Woods Primary School. It is a privilege to serve as the Headteacher, and I am excited to be leading the school on the next stage of its journey. We are proud of our strong sense of community, our dedicated staff team, and the supportive partnerships we share with families. Thank you for your interest in the role and I hope that the information within gives you an insight into our school and the unique opportunity this position offers.

Cliffe Woods is a beacon of excellence and we expect 'Excellence From All'. At Cliffe Woods, our priority is to nurture each child so they thrive both academically and personally. We value curiosity, creativity, and kindness, and strive to provide enriching experiences that help our children develop confidence, resilience, and a love of learning.

Cliffe Woods joined Aletheia Academies Trust on the 1st January 2022. As part of the Aletheia Academies Trust, we benefit from collaboration with a family of schools who share our ethos and commitment to providing excellent opportunities for children. The Trust supports us in continually improving, while allowing us to retain the unique character and strengths of our school community.

Thank you for taking an interest in joining our school. If you share our values and commitment to making a difference for children, we would be delighted to receive your application.

Cliffe Woods Primary School




Cliffe Woods Primary School is proud to be at the heart of the community.

At Cliffe Woods Primary School everything we do revolves around our key drivers: Opportunity, Diversity, Curiosity and Tenacity. Through these, our children explore and embrace all the new challenges they meet with confidence and a positive attitude.

Our aim is for our children to be confident, caring, resilient, curious young adults with a desire to learn and achieve the best they can in all they do, preparing them for the future. Our children are wonderful ambassadors, so if you would like to know more about what makes our school the place that it is, please get in touch and our children would be delighted to show you around and introduce you to everyone who makes Cliffe Woods Primary School such a special and incredible place.

Our school continues to evolve in many exciting ways, ensuring that we constantly deliver enriching experiences for our pupils. Over the last few years we have been consistently over-subscribed with families wanting a place for their child/children to start in our Reception classes.

We would be delighted to welcome you, give you a tour, and introduce you to the people who make Cliffe Woods Primary School such an extraordinary community



"The sense of community at Cliffe Woods Primary School is striking. Pupils thrive. They are kind and welcoming to visitors, as well as to one another. Provision to promote pupils' personal development is exceptional".
– Ofsted 2025

Job Description

Job Title	Admin Assistant
Location	Cliffe Woods Primary School
Duration	Permanent
Work Hours	27 hours per week (over 4 days) during term-time plus 1 week (39 weeks per year in total)
Reporting to	Office Manager
Salary	AAT C Point 5 £16,061 per annum
Pension	Local Government Pension Scheme



About the Role

An exciting opportunity has arisen for a candidate of exceptional ability to join our office team as an Admin Assistant in this inclusive and diverse primary school.

The successful candidate will play a key role in ensuring the smooth day-to-day running of the school's administrative functions and will often be the first point of contact for parents, pupils and visitors.

This is a varied and rewarding role, ideal for someone who enjoys working in a school environment and can manage competing priorities with professionalism and discretion.

We would love to hear from you if you:

- Want to work in a supportive and caring environment.
- Have previous administrative or office experience
- Possess strong organisational and time-management skills
- Have excellent communication and interpersonal skills
- Are confident in using IT systems and office software
- Have the ability to work independently as well as part of a team

Key Responsibilities



Job Purpose: To provide general clerical or administrative support to the school under the direction or instruction of the Office Manager and Headteacher.

Main Accountabilities

- Carry out general office and administrative duties e.g. photocopying, filing, emailing, preparing letters and completion of routine forms
- Maintain school records and databases – both manual and computerised (Arbor)
- Answer and direct telephone calls and respond to enquiries in a polite manner
- Manage pupil registers and maintain accurate attendance records
- Support the organisation and administration of school trips and extracurricular clubs
- Act as first point of contact in response to telephone and email enquiries. Welcome face-to-face visitors and liaise with parents and staff.
- Provide administrative support to teaching and leadership staff
- Occasionally lead the school office in the absence of the Office Manager, ensuring continuity and effective communication
- Log attendance and ensure attendance log is printed each morning, in the case of a fire drill
- Assist with arrangements for meetings and visits, and other meetings as required sending relevant documents to participants and taking accurate meeting notes as required
- Arrange orderly and secure storage of supplies
- Administer first aid to pupils, once fully trained.

This is illustrative of the general nature of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher and/or any member of the Senior Leadership Team.



Person Specification



Qualifications and Experience

- Educated to NCQ2 or equivalent
- Previous experience working in a school setting
- Previous experience working in an office environment/similar role
- Good general ICT skills, including experience using Microsoft Word
- First-aid trained

Skills and Knowledge

- Knowledge of how to use Arbor
- Good communication skills, both written and verbal
- Ability to remain calm under pressure
- Excellent organisation skills and the ability to work independently
- Ability to work as part of a team
- Excellent time-management skills

Personal Qualities

- Ability to work under pressure and prioritise effectively.
- Be friendly and approachable with a positive attitude.
- Ability to build and sustain effective working relationships with a wide range of stakeholders and external partners.
- A belief in inclusion, diversity and the right of each child to be successful whatever their needs, abilities and background.
- Be committed to your own professional development and keen to make a significant contribution to the life of our school.
- Support an interest in the ethos, mission and values of the Trust and demonstrate this in all work activities.

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X

All Essential Criteria

E = Essential D = Desirable

How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

The People and Culture Team

HR@aletheiatrusted.org.uk

01474 531 495

To apply for this role, [please visit MyNewTerm.](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Diocese of
Rochester



PROUD TO BE
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Contact Us

Cliffe Woods Primary School
View Road,
Cliffe Woods, Rochester
ME3 8UJ

Unique Reference Number:
136859

Telephone:
01634 220 822

Website:
cliffewoods.medway.sch.uk

Email:
HR@aletheiaacademies.org.uk