



Office Assistant

Location: Chalfont St Peter CE Academy, Penn Road, Chalfont St Peter. Bucks.

Hours:

Mon	Tues	Wed	Total
8.30am - 12.30pm	8.30am - 12.30pm	11.45am – 3.45pm	12 hours per week

Salary: From £25,082 pa, FTE, pro rata for hours worked, term time only. Actual salary is from £6,750

Start: November 2026

About the Role

This is a fantastic opportunity to join our friendly and dedicated school team as an Office Assistant.

As one of the first points of contact for our school, you will play an important role in creating a warm, welcoming and professional experience for pupils, parents, carers, visitors and colleagues. You will be an ambassador for Chalfont St Peter CE Academy, representing our vision, values and Christian ethos in everything you do.

Working as part of our busy school office, you will provide a wide range of administrative support and help ensure the smooth day-to-day running of the school. No two days are likely to be the same, with responsibilities ranging from reception and attendance administration, to communications, admissions and general office organisation.

This is a varied and rewarding role for someone who enjoys working with people, is highly organised and takes pride in providing an efficient and supportive service.

What You'll Do

As part of our committed school office team, you will:

- **Welcome and support** pupils, parents, carers and visitors, providing a friendly, professional and efficient first point of contact.
- **Keep the school office running smoothly**, managing records, correspondence, calendars, supplies, equipment and day-to-day administration.
- **Support pupil administration and attendance**, maintaining accurate and confidential records and assisting with admissions, trips and visits.
- **Help deliver effective school communications and events**, supporting meetings, parents' evenings, productions and other activities.
- **Promote a safe and positive school environment**, following safeguarding, confidentiality, data protection and other school procedures at all times.

What We're Looking For

We are looking for someone who:

- **Has strong administrative and organisational skills**, with excellent attention to detail and the ability to prioritise tasks and meet deadlines in a busy environment.
- **Communicates confidently and professionally**, both verbally and in writing, and is friendly, approachable and able to build positive relationships with pupils, parents, colleagues and visitors.
- **Has good literacy, numeracy and IT skills**, including confidence using Microsoft Word, Excel and other office systems and equipment.
- **Is proactive, flexible and able to use their own initiative**, remaining calm under pressure and responding positively and effectively when unexpected situations arise.

- **Understands the importance of confidentiality, safeguarding and professional conduct,** and is committed to supporting the school's Christian ethos, values and the wellbeing of all pupils.

Previous experience of working in a school environment would be desirable, although we would welcome applications from candidates with strong administrative and interpersonal skills who are keen to develop their experience within a school setting.

What We Can Offer

- A warm, welcoming and supportive staff team
- The opportunity to make a meaningful difference every day
- A varied role where every day brings something different
- The opportunity to develop your skills and experience within a supportive environment
- The chance to become an important part of our school community

About Us

Chalfont St Peter Church of England Academy is a place where children are inspired to learn, grow and succeed. At the heart of everything we do is our shared vision: *"Bringing joy... inspiring success."*

We are proud to be a nurturing and inclusive school family, where every child is known, valued and encouraged to flourish. Our love of learning underpins all that we do, and we celebrate the unique strengths and talents of each individual.

As a vibrant and forward-thinking academy at the centre of our village community, we are proud of the strong relationships between our staff, pupils and families. Together, we create a happy, supportive and inspiring environment where children feel confident to challenge themselves and achieve their very best.

As a member of our school office team, you will play an important role in creating this positive experience. Whether welcoming a new family to the school, supporting a pupil, assisting a member of staff or ensuring that an important message reaches a parent or carer, the work you do will contribute directly to the smooth running of the school and the wellbeing of our pupils.

We are looking for someone who shares our commitment to our pupils and our school community and who will take pride in being a welcoming, professional and supportive representative of Chalfont St Peter CE Academy.

You can learn more about our school by visiting www.cspacademy.org.uk or following @cspa_head on Instagram, Facebook or Twitter.

If you would like an informal chat about the role with a member of the Senior Leadership Team, please call 01753 883982.

How to Apply

Anyone wishing to apply must complete the school's application form and return it to Nicola Montaut, Office Manager, at office@cspacademy.org.uk.

Closing date: Monday 2nd November 2026

Please note that the closing date may be brought forward without prior notice. Applicants are therefore encouraged to apply as early as possible.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Appointments are subject to an enhanced DBS disclosure. Online searches may be completed as part of due diligence checks.