



Office Administrator Vacancy - Maternity Cover – March 2026

Hours to be discussed – Ranging from 17.5 – 24.25 hours per week over 4 days

Mon, Wed, Thurs and Fri 8:45am start

Admin Scale 4 (£25584 – £27269) - This is pro rata.

Alconbury Primary School are looking for an Office Administrator who is committed to working as part of a busy and enthusiastic team. This role involves managing the day-to-day admin within our school office. Every day is different!

“The supportive atmosphere of this school is fantastic; it has by far the best consideration for staff wellbeing that I’ve ever worked in.” *current Alconbury member of staff.*

Are you looking for a work place that:

- believes staff well-being is vital?
- offers 'wellbeing day' as a commitment to looking after our staff.
- has governors who offer support as well as challenge?
- is both friendly and supportive?
- is at the heart of its village benefitting from support from the church and wider community?

If so, then the **‘Alconbury Family’** is the school that you are looking for.

Full details of the job description and necessary person specification are available in the pack. Visits to the school are actively encouraged.

Please apply for an application pack by emailing
vacancy@alconbury.cambs.sch.uk.

Closing date: **9am 19th January 2026**

Interviews: **Wednesday 28th January 2026**

Start Date: **16th March 2026 (DBS Dependant)**

We are committed to the safeguarding and welfare of all children and expect all staff and volunteers to share this commitment. All candidates will be subject to a DBS check and will need to provide two suitable references before taking up appointment.