

**Alconbury Church of England
Primary School**

School Lane
Alconbury
Huntingdon
Cambs. PE28 4EQ

HEADTEACHER Mrs Jane Watts
DEPUTY HEADTEACHER:
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"Where we Educate the whole Child"

December 2025

Office Assistant Vacancy – Maternity Cover

Thank you for making enquiries about our vacancy. I hope the information in this letter gives you enough detail about the appointment we are advertising, but if you have any questions about the appointment, or our school, please do not hesitate to phone us. Please also find further details in the accompanying job description and personal specification chart.

Applications are invited from people who have already worked in a school office or those who may have relevant experience in other office environments.

THE APPOINTMENT

An enthusiastic person, with a high level of professional commitment, is being sought to fill our vacancy. The successful candidate will be someone who seeks the highest of standards and is committed to the 'team approach', sharing and working with colleagues.

Working within a school, all applicants must enjoy working with both adults and children.

In the letter of application, applicants are requested to state their:

- ◆ Personal qualities and why they consider themselves to be suitable for the role.
- ◆ Personal interests beyond the job.
- ◆ Any other relevant information.

OUR SCHOOL

Our original Victorian school building was established in 1871 and has been extended over the years to house eight classrooms, a library, a PPA room and various resource areas.

Outside is a large enclosed games field, playground area, outdoor classroom and separate 'eco-garden'.

There is a **pre-school** in the nearby Village Memorial Hall. The pre-school staff liaise closely with us to ensure that their children follow a suitable curriculum which helps support the Foundation Stage curriculum and transition into the Reception year.

Currently, we have **203 children** on roll organised in **seven classes** (3 in FS/KS1 and 4 in KS2). At the moment, we have one class per year group. All year groups, apart from Reception, plan in pairs on a two year curriculum cycle.

Peripatetic music teachers give tuition for piano, saxophone, clarinet and recorder. In addition, the school benefits from a number of **volunteer helpers**, including many parents and governors as well as other members of the **community**.

There is commitment from a small but active and enthusiastic **PTA** (known as **FACES** – Friends of Alconbury CE School) and a very supportive **Governing Body**. Our school offers a breakfast and after school club on site 'Alconberries' as well as many after-school clubs and activities for our children.

Being in the heart of a village, we pride ourselves on the good relations and opportunities we create to work with members of the community. We hold termly services in the **Church** as well as take part in many local activities and customs. Church members lead collective worship fortnightly.

The school's last **Ofsted Inspection** took place in June 2019 and we were rated 'Good'.

We also received an **Outstanding SIAMS Inspection** in October 2016.

CLUSTER PARTNERSHIP

Whenever possible, our school works closely with the other primary schools in our locality, aiming to gain quality school to school support. As a 'soft federation' the A1 Partnership share policies and procedures and encourage joint practice projects for mutual development needs. Recently many of our governing bodies have linked together for professional development and training purposes. We expect the successful candidate to be supportive of this mutual partnership and hope that it supports them in becoming established in our school as well as continuing to promote the wider cluster partnership.

LOCATION OF THE SCHOOL

Our school is found in the heart of the picturesque **village of Alconbury**. A short distance away is the village of **Alconbury Weston**. Our school serves both communities, as well as attracting pupils from the surrounding locality. The two villages have thriving local amenities such as a post office store, sports and social club and popular church. Although 'rural' in character, we have easy access to **Huntingdon, Cambridge and Peterborough**. We are situated just west of the A1 and about 4 miles north of Huntingdon and the A14.

THE LOCAL AUTHORITY

Alconbury C of E Primary School is in the **Cambridgeshire County Council** Local Education Authority; its headquarters being based at Shire Hall, Castle Court, Cambridge. Locally, we have access to a variety of education services, officers and teams based in the Huntingdon area. The support network provided by The Authority includes School Support Officers, Inspectorial and Advisory Support and Finance Assistance as well as offering In-Service Training from a variety of agencies including the Curriculum Advisory Service.

Cambridgeshire Schools in the main are either **Primary (5-11 years)**, like Alconbury, or separate Infant and Junior Schools with transfer at 7 years. Secondary education in the county is Comprehensive and, at 11 years, most children from our school transfer to **Sawtry Village Academy** (11-18 years), although some go on to private schools.

ACCESS AND INTERVIEW

Visits to school are warmly encouraged and welcomed.

Short listed candidates will be invited to **interview** on **Wednesday 28th Jan 2026**. Details will be sent to the candidates prior to interview. It is customary for us to inform candidates of the appointment decision on the day of interview. All interviewed should therefore be prepared to give a definite answer of whether they would take the position if offered it.

Candidates will be free to leave after their personal interview and will be contacted later in the day once a decision has been made.

SALARY and CONDITIONS OF SERVICE

The salary and appointment will be paid in accordance with the Local Government Services' Pay Agreement.

Our School is **committed to safeguarding and promoting the welfare of children** and expects its staff to share this commitment. The post holder must uphold this commitment at all times. Offer of appointment is made conditional to satisfactory completion of various **pre-employment checks** including an **enhanced DBS check, Online searches and medical clearance and satisfactory references**.

Under the guidance of Cambs. County Council, we undertake not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees, on the grounds of sex or marital status, or by reason of race, nationality, colour or ethnic or national origins. Please see our Equality and Diversity Policy which is published on our website.

Please note that in keeping with current legislation, canvassing any member of staff or member of the governing body is prohibited and will be considered a disqualification.

Please return completed forms via email by 9am on 19th January 2026. Emailed application forms will be need to be personally signed following a successful job offer.

I hope this information gives you a good insight into the way we work in our school. Please visit our website www.alconburyprimaryschool.org.uk for more information. We look forward to receiving your application.

Thank you,

Jane Watts and Hannah Mulcrone
Headteachers