

West Park CE (Controlled) Primary School

Marlborough Road
Worthing
West Sussex
BN12 4HD



Tel: 01903 243099
Email: office@westparksch.co.uk
NOR: 764

Permanent Reception/Admin Assistant– Term Time only 30 hours per week - 8.30 am to 3.15pm 4 days a week with a 30-minute unpaid lunch break and 1 day start at 08.30 – 1.30pm (no break) to commence September 2026
Grade 3 £24,796 rising to £25,185 – pro rata (actual salary approx. £16,934 rising to £17,200)

West Park C.E. Primary School is looking to appoint a permanent member of staff to join our admin team.

You will be based in our main office and your primary duty will be to provide Reception and Admin support for our school. You will be the first point of contact for visitors & parents and will therefore need to have a friendly approachable manner and be able to work under pressure and to tight deadlines. Microsoft package including Word, Excel and administrative experience is essential in order to be able to manage the workload efficiently. This is a very busy position where the ability to multitask and prioritise is a must.

Your hours of work will be from 8.30 am till 3.15pm to cover the start and end of the day where full support at reception is needed. This is a term time only position but it may mean that on occasion you are asked to work on an inset day or to stay after school for a meeting. These additional hours will be paid separately. One day per week you will be able to leave at 1.30pm making your weekly hours per week 30.

First aid cover is a requirement for this role and full training will be given.

West Park is committed to safeguarding and promoting the welfare of children, and expects all its staff and volunteers to share this commitment. The post is subject to a full DBS check.

Visits to the school are encouraged and welcomed and can be arranged by contacting the PA to Senior Leadership, Claire Watkins on 01903 243099. The application form, job description and person specification are attached to this advertisement. Application forms can be downloaded from our website on www.westpark.w-sussex.sch.uk

Applications should be emailed to office@westparksch.co.uk or sent to:

Mrs Caitriona Bull
Headteacher
West Park C.E. Primary School
Marlborough Road
Worthing
West Sussex
BN12 4HD

Closing date for all posts: Midday Monday 29th June 2026
Interviews will be held: Friday 3rd July 2026