Join our friendly team at All Saints' CE Primary School

We're offering the role of permanent Level 2 Administrator in our school.

Grade: Grade 7

Permanent, Part-time, Term-time plus 1 week (39 weeks), 22 hours/week (over 3 days).

Ideal Candidates will:
· Take a joint lead role in the administrative function for the school with a focus on finance.
· Provide the administrative function to the senior leadership team
· Work closely with the headteacher with a range of duties
· Welcome pupils, staff and visitors of the school.
· Communicate effectively with Good Shepherd Trust Central Hub team (e.g. finance and HR).
· Work with the designated safeguarding leads to promote safeguarding throughout the school.

We Offer:

- Wonderful children, who love to learn and play
- A welcoming environment with high expectations and support
- A strong school community who work together effectively as a team to ensure the best outcomes for our children

Interested?

For further information or an informal discussion, please email the headteacher at head@allsaints.cumbria.sch.uk. Alternatively, contact the school office on 01900 823431.

Closing Date: Thursday 22nd October 2026 at 12pm.

Interviews: W/c Monday 2nd November 2026.

The Good Shepherd Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.