



Milton Road, Addlestone, Surrey KT15 1NY

Telephone/Fax: 01932 842785

Email: admin@ongar-place.surrey.sch.uk • Website: www.ongar-place.surrey.sch.uk

Headteacher: Mrs T L Good BEd Hons, MA, NPQH

School: Ongar Place Primary School
Milton Road
Addlestone
Surrey KT15 1NY

Tel: 01932 842785

E-mail: info@ongar-place.surrey.sch.uk

Age range: 4 – 11 and Nursery 2-4

Job Title: **Admin Assistant** (can be combined with the Clerk Role see advert)

Contract: 19.5 hours a week (term time only)

Salary: PS3 £24,330 pa pro rata (approx: £11,200)

Starting date: TBC

Details of post:

An exciting opportunity has arisen to join the office team at Ongar.

We are seeking an enthusiastic and conscientious Administrative Assistant to become a key part of our friendly, established school office team. As one of the first points of contact for parents and visitors, you will play a vital role in creating a warm, approachable and professional impression of our school.

We are looking for someone with:

- excellent interpersonal skills and communication skills
- IT literate
- efficient organisational skills
- a commitment to children's welfare and learning
- an understanding of confidentiality, tact and discretion
- flexibility and able to multi task in a busy environment
- calm under pressure and criticism

Essential Requirements:

- GCSE Grade C (or equivalent) in English and Maths
- Willingness to undertake training in school management systems
- First aid trained or willing to become first aid trained

What We Offer

- A strong and supportive team environment
- Opportunities for professional development
- A well-resourced and fun school with an inclusive ethos.
- A commitment to high standards and continuous improvement
- A genuine sense of community and belonging

How to Apply

We warmly welcome visits to the school – come and see if Ongar Place is a place you would like to work. If you would like to arrange one, please telephone 01932 842785 or email info@ongar-place.surrey.sch.uk

Application packs are attached to this advert or available through the school office.

Please submit your completed application to Claire Reardon, School Business Manager info@ongar-place.surrey.sch.uk. Applications should only be submitted using the Surrey Support Staff Application Form. CVs will not be accepted.

Please note: To avoid disappointment, you are advised to submit your application as soon as possible as we reserve the right to close the vacancy early if a high volume of applications are received. This is to ensure that we can manage application levels whilst maintaining a positive candidate experience.

The post of Admin Assistant is for 19.5 hours a week. Preferably over 3 days including Friday.

Please see our website, www.ongar-place.surrey.sch.uk , for further details and an application form

Visits to the school are warmly welcomed. Please contact the school office to make an appointment.

Closing Date: Jan 19th 2026 at 12 noon

Interview date: Week of 26th Jan 2026