

School Secretary - Werrington Primary School

Job Title: School Secretary	FTE salary: £23,555 Actual annual salary (approx. gross): £3,271
School Base: Werrington Primary School	Contract Type: Fixed Term
Start Date: 5 th January 2026	Hours (weekly): 6 hours
Working weeks: 39 (term time plus INSET days)	
Interview Date: 15 th December 2025	Closing Date: midnight on 07 th December 2025

Please return completed applications and equal opportunities forms to recruitment@andaras.org

An Daras Trust is an equal opportunities employer and is also fully committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers must share this commitment. As part of safeguarding requirements we conduct an online search of all shortlisted candidates. All offers of employment are subject to the satisfactory completion of safer recruitment checks and references including an enhanced DBS check. Right to Work in the UK and qualifications will also be checked. We welcome applicants from global majority heritage.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:
<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

An employee of An Daras Trust knows that by using their own knowledge and experience, it can **Ignite Curiosity and Grow Capabilities** in young individuals, which will impact lives and help create a positive future. Does this sound like you?

Our Aim

An Daras Trust has the simple aim of ensuring our pupils receive the best educational experiences we can offer. Our intent is delivering an inclusive learning entitlement through a strong Trust wide wholistic curriculum model which focuses on enabling all pupils to achieve academic and emotional growth through the taught strategic themes of wisdom, knowledge, learning skills and personal capabilities.

About the role

We are seeking to appoint a School Secretary to join our friendly primary school team.

Are you an organised, friendly and reliable individual who enjoys working in a busy environment.

Werrington Primary School is looking for an enthusiastic School Secretary as the first point of contact for our parents, visitors and pupils, you'll play a key role in the smooth running of our school office. You'll provide high-quality administrative support to staff and leadership, help maintain records and ensure communication runs effectively across the school.

We are looking for someone who is:

- highly organised and able to manage tasks,
- friendly and approachable,
- confident with IT systems,
- a strong communicator
- able to maintain confidentiality and professionalism.

We offer a supportive and welcoming school community, opportunities for training and development and a varied and regarding role where no two days are the same.

A full job description and application form can be found by visiting the vacancies page of our website

<https://andaras.eschools.co.uk/web/vacancies>

Benefits

What can An Daras Trust offer you?

- Contributory pension scheme with the Local Government Pension Scheme (LGPS)
- Five paid family friendly days for emergencies
- A connection with our 12 primary schools and our pre-school which creates developmental opportunities
- Access to free health & wellbeing services
- A developmental, fair and professional culture
- Dedicated, friendly, committed team members