



Armathwaite Community School

Armathwaite School
ARMATHWAITE
Cumbria
CA4 9PW

01697 472296

admin@armathwaite.cumbria.sch.uk

Headteacher: Mrs Aimee Stamp

Job Title: School Administrator (Maternity Cover)

Salary: BS6 A: £26,403 pro-rata, £13.68ph

Hours: 26.5 hours per week, Monday 8am – 3pm & Tuesday – Friday 8am – 1pm, Term time only

Contract type: Fixed Term, ending 31st March 2027 due to maternity leave ending

Start date: 1st June 2026

Employer: Westmorland and Furness Council

Closing date: Monday 13th April 2026

We are seeking to a school administrator to cover maternity leave.

Armathwaite Community Primary School is a friendly and vibrant workplace. We have an exciting opportunity for you to join our dedicated team and contribute to the smooth, efficient running of our school.

The successful candidate will:

- Contribute to the overall ethos, work and aims of Armathwaite school
- Foster good relationships with parents, children, staff, governors, colleagues and other professionals
- Be flexible, highly organised and work well as a team as well as independently
- Be friendly and approachable for frontline reception duties, dealing with enquiries in a professional and courteous manner, in person, on the telephone and via e-mail
- Have experience of working in a school office environment
- Be innovative in the use of IT to enhance systems and processes

Armathwaite Community Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. We will ensure that our recruitment and selection practices reflect this commitment. Appointments will be subject to satisfactory references; an enhanced Disclosure and Barring Services check and other relevant employment checks.

Visits to school are welcome by appointment.

Application packs can be obtained via the school office 01697472296 or email:

admin@armathwaite.cumbria.sch.uk

