

*Life in all its fullness.*



# Ambleside Church of England Primary School

Vicarage Road,  
Ambleside,  
Cumbria LA22 9DH.

Tel 015394 32181  
email: [admin@ambleside.cumbria.sch.uk](mailto:admin@ambleside.cumbria.sch.uk)  
Web: [www.ambleside.cumbria.sch.uk](http://www.ambleside.cumbria.sch.uk)  
Headteacher: Mrs Alison Broom

Dear Applicant,

## **Administrative assistant, full-time (permanent)**

Thank you for your interest in the above position.

Ambleside CE Primary School is a small school situated in the beautiful Lake District town of Ambleside. We are fortunate that our school is centrally situated within Ambleside with everything that Ambleside has to offer right on our doorstep.

We are looking to appoint an administrative assistant to work in our busy school office. Our administrative assistant is usually people's first port of call at the school and we are looking for a friendly, welcoming person who can communicate effectively with a range of people. This role can be very busy at times and requires someone who is able to prioritise their workload and to sometimes work under pressure to meet deadlines. Some of the key duties of the post include answering the telephone, replying to emails, processing invoices for payment and keeping school records up-to-date.

If you are wanting to find out more about the post and wish to apply, please see the following documentation:

- Job Description
- Job Application Form
- Job Application Form Guidance Notes

You will also find further information about our school on our school website:  
[www.ambleside.cumbria.sch.uk](http://www.ambleside.cumbria.sch.uk) or through our school Facebook page.

The closing date for applications is Friday 13<sup>th</sup> June at midday.

Interviews will be held the week commencing 16<sup>th</sup> June, dates and times to be confirmed.

In the meantime, should you have any queries regarding this position, please do not hesitate to contact me using the telephone number above or by emailing me at [abroom@ambleside.cumbria.sch.uk](mailto:abroom@ambleside.cumbria.sch.uk). Any completed applications should also be sent to this email address.

We look forward to receiving your application.



Yours faithfully,

Mrs Alison Broom

Headteacher



SCHOOL  
MEMBER

