



School Secretary

Wednesday to Friday | 8.30am – 3.30pm (30-minute unpaid lunch break)

Grade 4 | 14 hours per week (with possibility of more)

Start Date: September 2026

Stone with Woodford C of E Primary School is seeking to appoint a highly organised, efficient and personable School Secretary to join our friendly and dedicated team.

This is a pivotal role within our school. As the first point of contact for pupils, parents, visitors and members of the wider community, you will play an important part in creating a warm, welcoming and professional environment while ensuring the smooth day-to-day running of the school office.

Working as part of a job share, you will provide high-quality administrative support to the Headteacher and staff team, managing a wide range of office duties with professionalism, discretion and efficiency. You will also take responsibility for monitoring pupil attendance, working closely with senior leaders to ensure attendance procedures are followed, records are accurate and up to date, and appropriate action is taken where concerns arise.

We are looking for someone who:

- is organised, proactive and able to prioritise a varied workload
- has excellent administrative, organisational and communication skills
- is friendly and approachable, working with staff and families every day
- has a high level of accuracy and attention to detail
- can maintain confidentiality and work with sensitivity and professionalism
- enjoys working as part of a team whilst also being able to use their own initiative
- shares our commitment to supporting the wellbeing and success of every child

Previous experience in an administrative or office-based role is essential. Experience of working in a school environment and knowledge of school management information systems would be advantageous, although training will be provided for the right candidate.

This is a part-time role, for a minimum of two days, with the possibility of three. The role will be part of a job share, working the second half of the week (Wed-Fri).

If you are looking for an a varied and rewarding role at the heart of our school community, we would be delighted to hear from you.

Closing date for applications: 12 noon, Friday 4th September 2026

For further details, please email head@stone-with-woodford.gloucs.sch.uk or visit:

www.stone-with-woodford.gloucs.sch.uk/publications/vacancies

Grade 4, 14 hours per week (with the possibility of more)

8:30am – 3:30pm (30 minutes lunch break)

Start Date: As soon as possible