



BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL

Job vacancy title	School Administration Assistant & MDSA
Non teaching/teaching role	Non teaching role
Full school address including post code	Brinkworth Earl Danby's CE Primary School Upper Site School Hill SN15 5AX
School telephone number	01666 510406
School email address	sbm@brinkworthearldanbys.wilts.sch.uk
Number on roll	Approx. 125
Salary	Wiltshire Pay Scale Grade B3 - £24,796 pa pro-rata (£12.85 p/hr)
Hours	16 hours per week – 12 Admin, 4 MDSA Days and Hours TBD Term-time only
Contract type	Fixed Term until 23.07.27
Commencement date	As soon as possible
Advertisement closing date	
Interview date (if known)	

Applications are invited for the position of Administration Assistant & MDSA to work at our Upper Site in Brinkworth 4 days per week (16hrs). Hours to be discussed in the interview but likely to be 9-1, days negotiable.

As the face of the busy front office, general duties will include:

- Clerical, administrative and data processing support to all staff
- Welcoming visitors and liaising with parents
- Sorting out incoming post and deliveries
- Answering the telephone and relaying messages

Specific duties will include:

- Administering school dinners and parent communications via ParentPay
- Record and information management including the Single Central Record
- Ordering goods and services

Reporting to the School Business Manager, the ideal candidate will:

- Be proficient in ICT packages such as SIMS, Parent Pay, Microsoft Office and O365 Apps (e.g. Forms).
- Have the ability to plan ahead, work independently and prioritise workload.
- Be warm, genuine and friendly with excellent communication skills – both written and verbal – and have an eye for detail.
- Be self motivated, calm, flexible and reliable.
- Be a good team player.

An ability to maintain the security and confidentiality of the School Office are also an essential feature of this post, alongside a good sense of humour.

Why work for us?

We are a small village school on two spacious, well equipped sites set in beautiful rural countryside, with a highly committed and enthusiastic staff. Our pupils are polite, well motivated and achieve high standards in all areas of School Life. We benefit from supportive governors, colleagues and parents and are committed to professional development and school improvement.

Salary Grade: Wiltshire Pay Scale Grade B.

Salary Band: £24,796 FTE pa to be applied pro rata

Location: Brinkworth Earl Danby's Upper Site, Brinkworth

Contract Type: Term Time

Hours: 16 per week

Contract Term: Fixed Term Until 23.07.26

Closing Date: Friday 31st July

Interview Date: TBC

Start Date: September 2026

Additional information

Visits are encouraged and warmly welcomed during term time –please come and meet some of the staff and our children and see the School in action yourself before the closing date. To arrange a visit call 01666 510406.

If you wish to apply for this Administration Assistant & MDSA Role please submit your application (links below) to Mrs Vicki Smewing, School Business Manager:

Via Email – sbm@brinkworthearldanbys.wilts.sch.uk

Please note standalone CV's are not permitted.

Do take a look at our website www.brinkworthearldanbys.wilts.sch.uk for more information about our School.

Brinkworth Earl Danby's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before their appointment is confirmed. All applicants will be subject to a full Disclosure and Barring Service check before their appointment is confirmed.