



Administrative Assistant

North Downs Primary School - Betchworth Site

Contract Fixed Term

Salary Surrey SP3.3

Start Date September 2026

We have a position for an Administrative Assistant to join our North Downs Team.

North Downs is a two form entry primary situated across three different sites in the villages of Brockham, Betchworth and Leigh. We are looking to recruit someone to work out of our Betchworth site, which is home to one class of Reception aged children.

The hours of work will be **8.30 am till 1.00pm (term time only)** two days per week, **Monday and Tuesday**. The ideal candidate will:

- be a team player
- have strong organisational skills
- ability to prioritise workload
- be flexible with a 'can do' approach
- ability to work independently.

Closing Date: Monday 21st September 2026

Interviews: Thursday 24th September 2026

Following the shortlisting process, communication will only be made with the applicants invited for interview.

Early applications are encouraged as we reserve the right to interview or appoint before the closing date should a suitable candidate apply.

Safeguarding statement

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to satisfactory reference checks, a Disclosure and Barring service (DBS) check and a health check. Everychild Partnership Trust welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.