



Prescot County Primary School
Putting the learner first

Office Administrator

Level 1/Level 2 (subject to experience)

Contract: Permanent

Hours: 33.75 hours per week. 46 weeks per year (Term Time)

Salary: L1 £24,796 - £25,185 pro rata per annum (Actual Salary: £20,563 - £20,886)

L2: £26,403 - £28,598 pro rata per annum (Actual Salary: £18,551 - £19,949)

Start Date 1st September 2026

We are currently looking for an Office Administrator to join the team at Prescot Primary School to provide an effective and efficient support service to the school.

Duties will involve:

Reception management
Pupil Data
Whole school communication
Online payment operation
Finance administration
General administrative duties

We are looking for someone who is:

Enthusiastic and committed to their role
Good communication and interpersonal skills
Willing to learn new skills
Resilient when faced with challenges
Committed to the safeguarding of children
Able to work to deadlines and under pressure

Prescot Primary School is committed to safeguarding, to promoting the welfare of children and adhering to the Equality Act 2010. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.

An application pack can be downloaded from the school website. Please return the completed pack with an accompanying letter of interest via email to vacancies@prescotprimary.org.uk for the attention of Mrs Suzanne Hulme by the closing date.

By engaging in this recruitment process, short listed candidates consent to an online search in line with Keeping Children Safe in the Education Statutory Guidance 2022.

Closing Date: Friday 10th July, 2026 at 12pm

Shortlisting: Monday 13th July, 2026

Interviews: Thursday 16th July, 2026



Distinguished School

Headteacher - Mrs L Seddon

PRESCOT COUNTY PRIMARY SCHOOL

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