



BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

Rectory Gardens
Worthing
West Sussex
BN14 7TQ

TEL 01903 235389

EMAIL office@broadwaterce.org

Headteacher: Mr A Morrissey

www.broadwaterce.org

JOB ADVERTISEMENT

Office Administrator and Extra Curricular Coordinator

Grade: 5
Hours: **26 hours** per week (0900 -1600 Monday, Wednesday, Thursday and Friday with ½ hour lunch break.)
Responsible to: Office Manager
This role is for starting September 2025 or asap

Broadwater Church of England Primary School are seeking an Office Administrator to work together with our committed Office team. They will have the responsibility for administering extra-curricular activities and clubs alongside providing front office support for the school.

The person appointed will have:

- Ability to complete work to a required standard of accuracy and presentation
- Excellent interpersonal skills
- The ability to remain calm when under pressure and manage time effectively
- Support the school's strong Christian ethos.

Broadwater is committed to safeguarding and promoting the welfare of children, and expects all its staff and volunteers to share this commitment. This post is subject to a full DBS check.

For further details, please contact Mrs Cunnington (office@broadwaterce.org)

Closing date 12 noon on Monday 9th June. Interviews are planned for Monday 16th June.

This advert should be read in conjunction with the Job Description and Person Specification 2025.