

School Secretary Low Trenchard C of E Primary School

Job Title: School Secretary	FTE salary: £24,765 Actual annual salary (approx. gross): £17,196
School Base: Low Trenchard C of E Primary School	Contract Type: Permanent Variable
Start Date: ASAP on or after 02 nd November 2026	Hours (weekly): 30 hours
Working weeks SUPPORT STAFF ONLY: 39 weeks (term time plus INSET days)	
Interview Date: 16 th October 2026	Closing Date: midnight on 08 th October 2026

Please return completed applications and equal opportunities forms to recruitment@andaras.org

An Daras Trust is an equal opportunities employer and is also fully committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers must share this commitment. As part of safeguarding requirements we conduct an online search of all shortlisted candidates. All offers of employment are subject to the satisfactory completion of safer recruitment checks and references including an enhanced DBS check. Right to Work in the UK and qualifications will also be checked. We welcome applicants from global majority heritage.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

An employee of An Daras Trust knows that by using their own knowledge and experience, it can **Ignite Curiosity and Grow Capabilities** in young individuals, which will impact lives and help create a positive future. Does this sound like you?

Our Aim

An Daras Trust has the simple aim of ensuring our pupils receive the best educational experiences we can offer. Our intent is delivering an inclusive learning entitlement through a strong Trust wide wholistic curriculum model which focuses on enabling all pupils to achieve academic and emotional growth through the taught strategic themes of wisdom, knowledge, learning skills and personal capabilities.

Information about the vacancy

An Daras Multi Academy Trust have an exciting opportunity to work in one of their successful schools. Low Trenchard is looking to recruit a school secretary.

We are looking for someone with the enthusiasm, commitment, empathy and dedication to work in our forward thinking and dynamic school.

The successful applicant will be ambitious for the children, high-performing and able to demonstrate consistency and

resilience.

We are a close, supportive team in a small rural community.

The school's position in a locally based Multi Academy Trust offers excellent long-term career and professional development as well as clear support and training for early career teachers.

A full job description and application information can be found on our website: andaras.org/web

(A full job description and application form can be found attached to this advertisement or by visiting the vacancies page of our website)

Benefits

What can An Daras Trust offer you?

- Contributory pension scheme with the Local Government Pension Scheme (LGPS)
- Five paid family friendly days for emergencies
- A connection with our 11 primary schools which creates developmental opportunities
- Access to free health & wellbeing services
- A developmental, fair and professional culture
- Dedicated, friendly, committed team members