



Centurion
MULTI-ACADEMY TRUST



ADMINISTRATION OFFICER DENBIGH COMMUNITY PRIMARY SCHOOL

Required from 1st September 2026

Grade 6 £28,598 - £30,024 per annum, pro rata

Actual Salary £24,490 - £25,711 per annum

37 hours per week, 39 weeks per year

Denbigh Community Primary School is a thriving school and provides a welcoming and stimulating environment for over 450 children aged 3-11 years.

Centurion Multi-Academy Trust are delighted to offer this opportunity to join our Trust as an Administration Officer. We are seeking to appoint an organised, efficient and proactive individual to work in our incredibly busy school office. The admin team are the main point of contact for all staff, pupils, parents and visitors.

The role will include: monitoring and recording pupil attendance data, managing school admissions, maintaining manual and computerised records/management information systems and dealing with pupil welfare duties, liaising with parents/staff, amongst other duties.

Denbigh Community Primary School and Centurion Multi-Academy Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks including an enhanced DBS with barred list check.

CLOSING DATE

Applications must be received by: 12pm on Monday, 22nd June 2026

Shortlisting: Week commencing 22nd June 2026

Interviews will be held: Week commencing 29th June 2026

HOW TO APPLY

Letters of application should be returned, along with a Centurion Multi-Academy Trust application form, to office@denbighps.org.uk or by post to Denbigh Community Primary School, Denbigh Avenue, Howdon, NE28 0DS



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Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, please contact Claire Searles, School Business Manager 0191 2622509.

