



Ancaster
Church of England Primary School

“Be the Best You Can Be!”

School Administration Assistant

35 hours per week, term time 39 weeks per year (8.15am-3.45pm)

G3 (6-9) £15807 - £17419 pro rata

Required as soon as possible.

The Governors of Ancaster Church of England Primary School are seeking to appoint a highly organised Administration Assistant.

Knowledge of our Information Management System, Integris, would be an advantage as would experience of school accounting and financial procedures. The successful candidate will have the ability to meet deadlines, whilst maintaining attention to detail and accuracy.

The main responsibilities of the role will include – reception and telephone duties, providing administration support, maintaining records of children on Integris including their attendance, supporting with the planning of school trips, entering purchase orders, income and invoices on our finance system, recording staff absence on our payroll system, keeping the school diary up to date and maintaining filing systems.

You will have a calm, professional, reassuring approach that is essential in an often demanding and constantly changing environment.

Candidates will have GCSE Grade C in English and Maths as a minimum or equivalent, and will have previous experience in a similar role.

This is an excellent opportunity to join a friendly, dedicated staff team who are committed to providing the best outcomes possible for children. We offer opportunities through enhanced Continuous Professional Development and the encouragement of innovation in a warm, supporting environment.

For an application form and for further details please visit our school website:

www.ancaster.lincs.sch.uk/vacancies or contact the school on 01400230871. Visits to the school are very welcome by making an appointment at the school office.

Applications should be received no later than Midnight Monday 12th March. If you have not been notified 5 working days after the closing date, please take this that you have been unsuccessful on this occasion. Interviews will be held on 22nd March 2018.

Safeguarding statement:

Ancaster Church of England Primary School is committed to safeguarding and this position will require an enhanced Disclosure and Barring Service check.