

Gonerby Hill Foot Church of England Primary School



Vacancy – Administrative Assistant

Grade 3 SCP 6-9 Actual starting salary: £13,891.72 23.5 hours per week, term time.

Monday, Wednesday, Thursday 8.30am – 12pm, Tuesday and Friday 8.30am – 3.30pm

We are looking for an excellent administration assistant, reporting to the senior administrator.

The successful candidate:

- has excellent verbal and written communication skills.
- can prioritise daily, weekly, monthly and termly tasks as well as ad hoc tasks which are generated from across the whole school staff.
- uses their initiative and has capacity to think around problems.
- is professional, approachable, and the first line of contact to parents and visitors.

It is essential that they:

- are competent and experienced user of Microsoft programmes (Outlook, Word, Excel, Teams).
- are willing to learn new systems and processes.
- hold Maths and English GCSE qualifications.
- have at least 2 years' experience in an administration environment.

Experience of working in a school office environment using Arbor, the MIS system, would be an advantage, but full training will be given to the right candidate.

Duties will include:

- a) Reception for parents, visitors and contractors.
- b) Monitoring daily pupil attendance, following up on absences for safeguarding purposes, providing reports to the assistant headteacher on a termly basis to support absence management.
- c) Monitoring and keeping records of *all* staff training, and specifically safeguarding training.
- d) Managing the hot meal ordering system on Arbor: publishing menus, listing allergens, checking orders, providing weekly reports to the kitchen and classes.
- e) Raising purchase orders on the finance system and goods receipting deliveries.
- f) Replenishing school resources (stationery, exercise books, first aid kit etc) and keeping tidy resource cupboards and spaces.
- g) Assisting the Head teacher with various ad hoc administrative tasks
- h) Assist with the administration of extra-curricular clubs.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education". All references will be taken up before interview.

For an informal discussion please contact Claire Williams in the school office on 01476 565800.

Application forms www.gonerbyhillfoot.co.uk/vacancies

Closing date for applications: 30 October 2026. Interviews 11 Nov 2026.