

Administration Assistant

Hours: 20 hours per week

Monday to Friday 8.30am to 12.30pm

Contract: Fixed Term Contract pending a review of the administrative structure for 27/28

Salary: JG3 SCP 5 – 6 Annual FTE: £25,583 - £25,989

Actual salary: £12,762.06 - £12,878.21

Start date: 1 September 2026

We wish to appoint an enthusiastic and highly motivated Administration Assistant with strong clerical skills to join our school office.

You will be the first representative of our school community and the first point of contact for many parents and visitors. Therefore, a warm and professional approach is essential, whilst having the ability to remain calm and organised in a very busy school environment.

The successful candidate will be:

- Exceptionally well organised
- Resourceful and efficient
- Have strong IT skills and experience
- A strong communicator with a positive attitude and a pleasant telephone manner
- Able to prioritise and work to deadlines
- Someone who gives good attention to detail
- Able to work as part of a team

Some of the main duties will include:

- Pupil attendance and lunch records
- Administration of trips and visits
- Organise and administer parents' evenings

Please also see the full job description to see the range of duties that may be required, as part of the administrative team.

We Can Offer You:

- **A warm, welcoming and highly supportive team** who are passionate about working together and making a difference every day.
- **A thriving school community with high aspirations**, where excellence, kindness and ambition are at the heart of everything we do.
- **Wonderful children** who are happy, respectful, enthusiastic and eager to learn, making every day rewarding.
- **A dedicated and collaborative administrative team**, where colleagues support one another and play a vital role in the success of the whole school.

- **A strong partnership with our families**, who value the school and work alongside us to achieve the very best for every child.
- **A leadership team that genuinely prioritises staff wellbeing**, placing workload and work-life balance at the centre of decision-making.
- **An inclusive Church of England school**, where everyone is welcomed, diversity is celebrated, and every individual is valued and encouraged to flourish.
- **The opportunity to be at the heart of a busy, vibrant primary school**, where

Our School:

St Peter's is a thriving, three-form entry primary school set within beautiful, well-resourced buildings surrounded by green open spaces. We are a warm, welcoming and inclusive community with a strong vision and values at our heart. Our commitment to excellence has been recognised through our recent inspections, with an 'Excellent' judgement in our last SIAMS inspection and 'Outstanding' in our most recent Ofsted inspection (February 2023).

Our Trust:

The Lighthouse Schools Partnership (LSP) is a Multi-Academy Trust which has experienced rapid growth since it started in 2016. There are currently 34 schools in the Trust.

The Lighthouse Schools Partnership is cross-phase and includes Infant, Junior, Primary and Secondary schools. The Trust is a mixed MAT and includes both non-denominational and Church of England schools.

We encourage you to browse our website for more information about the Trust: [Lighthouse Schools Partnership - Home](#)

Closing date: Wednesday 5th August

Interview date: Tuesday 11th August

[St Peter's Primary School Website](#)

Visits to the school are warmly encouraged. Please email enquiries@sppschoool.uk

or call the team at our welcome desk, on 01275 843142 to book in for a visit.

Early applications are encouraged. The school reserves the right to interview and appoint prior to the closing date of the advertisement, should the school be able to identify an appropriate candidate.

Apply Here :

https://ce0218li.webitrent.com/ce0218li_webrecruitment/wrd/run/ETREC179GF.open?WVID=970751RHa8&VACANCY_ID=9800831InP

Safeguarding Statement:

The Lighthouse Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all in its community to share this commitment. Suitability to work with children and young people will form part of the selection process. As part of the shortlisting process an online search will be carried out. All appointments will be subject to vetting, including an enhanced DBS check.

A copy of our Safeguarding Policy can be found on the Trust website.

We are also committed to creating a diverse and inclusive workplace and welcome applications from all suitably qualified candidates, particularly those from underrepresented groups.