

# Lynnfield Primary School

## School Admin Assistant

**Pay Scale:** Band 6 SCP 6-7 (£21,689-£22,035)

**Contract:** 35 hours per week, Term Time Only, Permanent

**Required** from January 2026

<https://lynnfieldschool.org.uk/>

Telephone 01429 275122



Are you looking for an opportunity to be part of a small and welcoming team? Do you have a genuine desire to work with families from a disadvantaged area? If so, Lynnfield Primary School may just be looking for you... Lynnfield Primary School is an inclusive and welcoming place to work. Our children are amazing, and our families work alongside us to ensure our children get the very best.

Our expectations are high, but we can offer the successful candidate plenty of support. Wellbeing for pupils, families and staff is not just written on paper but is embedded in our culture and lived daily.

The successful applicant for this post will be the "face of the school" and as such should always be polite, confident and efficient in receiving and distributing information delivered by telephone, email and in person. As such, responsibilities will include:

- Providing support to the Office Manager and Senior Leadership Team
- Dealing with all enquiries effectively, efficiently and politely
- Other requirements as outlined in the job description

If this sounds like you, and a role that you would relish, please look carefully at the following materials and complete the application form. Please include within the application form, a personal statement, detailing why you are the best person for the job.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

For further details, please contact Emma White, School Business Manager at Lynnfield Primary School.

Application packs are available on the school website and North East Jobs. All completed application packs must be returned directly to the school via email to Emma White, School Business Manager [Emma.White@federationgfl.org.uk](mailto:Emma.White@federationgfl.org.uk)

**Closing Date: Friday 9<sup>th</sup> January 2026 9am**

**Shortlisting: Friday 9<sup>th</sup> January 2026**

**Interviews: Wednesday 14<sup>th</sup> January 2026**

<b>POST: School Admin Assistant</b>	
GRADE:	6
RESPONSIBLE TO:	Head Teacher
STAFF MANAGED:	None
<b>JOB PURPOSE:</b>	Administrative and receptionist duties – promoting a welcoming environment; promoting and supporting effective communication with school and parents, promoting and supporting effective day-to-day organisation within school
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Administration</b>	<ul style="list-style-type: none"> <li>• To undertake word-processing tasks in an accurate, quick and efficient manner.</li> <li>• Contribute to the smooth running of the school office; use initiative and manage role with minimal supervision.</li> <li>• To undertake financial administration e.g. collecting money including dinner money, school trips etc.</li> <li>• To operate and have in depth knowledge of relevant IT systems such as Word and Excel, outlook, Arbor, Agresso and use the internet as appropriate.</li> <li>• Provide administrative support duties including, photocopying, filing, completion of forms, registers, governance admin and educational visits.</li> <li>• Provide SEN admin including producing children's care plans (training will be provided).</li> <li>• Arranging school photographs and dealing with administrative aspects relating to ordering and distribution.</li> <li>• To ensure that adequate levels of supplies and stocks are available and as required by Senior Staff i.e. stationery, copier paper, toners etc.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• To ensure that visitors to the school are received courteously and punctually.</li> <li>• Act as the first point of contact for visitors, parents and pupils – both in person and on the telephone, in a courteous, professional, calm and friendly manner.</li> <li>• To maintain the school diary by arranging appointments, liaising with staff and dealing with enquiries in a friendly, efficient and approachable manner.</li> </ul>
<b>Sharing Information</b>	<ul style="list-style-type: none"> <li>• Ensure that electronic and paper based pupil records are kept updated.</li> <li>• To maintain and update pupil data information in SIMS, as and when required, including producing reports e.g. parental consent.</li> <li>• To assist in the organisation, communication and bookings relating to educational visits.</li> </ul>

<b>Safeguarding and Promoting the Welfare of Children/Young People</b>	<ul style="list-style-type: none"> <li>• To assist with pupil first aid / welfare, including looking after unwell pupils and liaising with parents / staff etc.</li> <li>• To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• To provide cover/assistance to other members of staff as required.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with Lingfield Education Trust's policies and supporting documentation in relation to GDPR - this includes Data Protection, Information Security and Confidentiality</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• Work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Promote inclusion and acceptance of all pupils.</li> <li>• Ensure services are delivered in accordance with the aims of the Equality Policy Statement.</li> </ul>
<b>Lingfield Education Trust</b>	<ul style="list-style-type: none"> <li>• To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.</li> </ul> <p><i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i></p> <p><b>PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.</b></p> <p>The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p>
<b>Date of Issue:</b>	December 2025

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The post will be based in Lynnfield Primary School. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b> <ul style="list-style-type: none"> <li>IT Literate, capable of using Microsoft Word for typing to produce accurate letters, forms and tables to deadlines and using Excel to create spreadsheets (AF,R,I)</li> <li>Knowledge of Data Protection requirements and understanding of confidentiality (AF,R,I)</li> </ul>	
<b>Experience</b> <ul style="list-style-type: none"> <li>At least 1 year's previous Administrative experience which includes undertaking financial administration procedures. (AF,R,I)</li> <li>Experience in maintaining and updating manual and computerized records in a database. (AF,I)</li> <li>Experience of face to face and telephone reception duties. (AF,R,I)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a school office environment. (AF,R)</li> <li>Knowledge and / or experience of looking after unwell pupils and liaising with parents/staff. (AF,I)</li> <li>Experience of using Arbor for maintaining and updating school records. (AF,I)</li> <li>Previous experience working of SEN admin and producing care plans. (AF,I)</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>Ability to relate well to children and adults. (AF,R,I)</li> <li>Ability to communicate both orally and in writing to a wide range of audiences. (AF,R,I)</li> </ul>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>NVQ level 2 in Administration, Business Studies or equivalent (AF,C)</li> <li>GCSE English and Mathematics Grade A* – C or equivalent (AF,C)</li> </ul>	<ul style="list-style-type: none"> <li>Word Processing / Typing Qualification (i.e. RSA) (AF,C)</li> </ul>
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Participate in development and training opportunities. (AF,R,I)</li> <li>Ability to abide by School policies and procedures. (AF,R,I)</li> </ul>	
<b>Other Requirements</b>	

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> <li>• Must be able to use own initiative and manage role with minimal supervision. (AF,R,I)</li> <li>• Motivation to work with children (AF,R,I)</li> <li>• Suitability to work with children. (D,I)</li> </ul>	

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	DBS Disclosure