



**Based at: NOCTON COMMUNITY PRIMARY SCHOOL  
SCHOOL LANE, NOCTON, LINCOLN, LN4 2BJ  
Executive Headteacher: Mr Graham Boyall. NOR: 57**

Nocton Community Primary School is a small, friendly and successful village school. We have a caring ethos and a supportive and friendly staff team, with well-behaved children. Nocton School is part of a successful three school federation, alongside Digby Church of England School and Dunston St. Peter's Church of England School.

#### **ADMINISTRATOR**

*Pay Grade G4.9-G4.12 £18,319 - £19,819 pro-rata & equated pay.*

*Approximately 25 hours per week - Term time only (39 weeks per academic year).*

We are looking for a school administrator to provide administrative support to the whole school. This position would suit someone who is highly organised and is able to prioritise accordingly to a constantly changing workload.

Excellent customer service is a must as you will find regular interruptions with this demanding, yet rewarding role. The successful candidate will have excellent written and communication skills.

You will be a competent user of Office products such as Word and Excel. Previous experience of data/finance software would be an advantage, but not essential.

You will need to be hard working, flexible and professional.

The post is required 5 days each week (0900-1500 daily) during term time.

**You are warmly encouraged to come and visit our schools, by appointment.**

Closing date: **Monday, May 21<sup>st</sup> 2018.**

Interview date: **Friday, May 25<sup>th</sup> 2018.**

Start date: **Monday 25<sup>th</sup> June 2018 (earlier if possible)**

For further information and to download an application pack please go to <http://www.spirefederation.co.uk/Vacancies.asp>

For queries/further information please contact the school office by email at [Gemma.Scaife@spirefederation.co.uk](mailto:Gemma.Scaife@spirefederation.co.uk) or on 01526 320234 / 320630 / 320027

**As an employee of the federation you may be asked to attend/work at any of our sites.**

**Spire Federation is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced DBS and safeguarding checks. References will be taken prior to interview.**