

Be Known. Be Loved. Belong.
“Who you are is God’s gift to you. Who you become is your gift to God.”



Reepham Church of England Primary School

Administrative Assistant

Pay Scale:	LCC G3
Contract:	Permanent, Part-Time
Working Pattern:	18.5 hours per week, Monday – Friday, term time only
Closing date:	12 noon Tuesday 2 nd June 2026
Interviews:	Tuesday 9 th June 2026

We are a Voluntary Controlled Church of England Primary School situated approximately 4 miles from Lincoln City Centre. We are a popular and successful one-form entry primary school, which serves families from the local village and beyond.

The school has happy pupils who are eager to learn. They show good behaviour and play an important part in school decisions. The staff team are talented, dedicated and provide a highly effective education for our pupils.

We require an experienced Administrative Assistant for our school office.

Tasks will include:

- Answering the telephone and responding to emails.
- Helping parents and other staff members with queries.
- Using our MIS system (for example to check attendance).
- Creating word documents, excel sheets and online forms.
- Using our finance system to code transactions / raise Purchase Orders and other similar tasks, as deemed necessary by the School Business Manager.

Prior experience of working in a similar administrative role is essential, and experience within a school office is highly desirable. Candidates should have a strong understanding of Word, Excel and Outlook, and be highly computer literate. Candidates should have experience of working with financial software (training on our specific software will be given).

We are looking for a friendly, approachable individual who can greet visitors in a welcoming manner.

In addition to the required skill set, candidates will need to demonstrate:

- Good organisational skills and excellent time management.
- Good interpersonal skills.
- The ability to communicate effectively.
- The ability to think logically and use their initiative.

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- A willingness to be flexible within a busy school environment.
- A willingness to work hard and continue to learn.

The successful applicant will be required to work as part of a team and be a good role model, demonstrating and committing to our school vision and values.

For more information, please look at the job description available on our school website, where you will also find our application form:

[Reepham Vacancies](#)

We welcome visits to the school, please ring or email the School Business Manager, Louise Revitt, to arrange.

Telephone: 01522 750601

Email: school@reepham.lincs.sch.uk

We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to the relevant pre-employment checks which will, where applicable, include a health check, a DBS check with children’s barred list and satisfactory references.