

Nettleton Community Primary School

Moortown Road Nettleton LN7 6AA

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(Part of the North Wolds Federation)

Administrative Assistant Temporary Contract 16 Hours Per week

Salary: Grade 3 Point 6 (£15,807 FTE)

We call Nettleton Primary “a hidden gem.” We are a small, community village school with a wonderful family feel. We are looking for an excellent Administrative Assistant to work in a busy office alongside the School Business Manager.

We offer:

- Well behaved children
- A family atmosphere
- Beautiful location
- Support from being within the North Wolds Federation

We are looking for a person who will:

- be friendly, reliable, conscientious and highly motivated
- have an excellent telephone manner be able to deal with situations calmly and effectively
- have good computer skills
- take care and pride in their work
- be trustworthy and ensure confidentiality at all times
- want to play a full part in our community
- be flexible; there may be times when they are required to support our partner school.

Key tasks will include:-

- Telephone, reception and messenger duties
- Administrative support, including filing and data input
- Carry out purchasing process using Agresso (training provided)
- Receive incoming goods and check against orders as required
- Assist in arrangements for routine school activities, school trips, photographs etc.
- Administer first aid as necessary – training will be provided if required
- Maintain records as required

Days and hours of work will be negotiated with the successful candidate.

We are not as far away as you might think! Our school is situated just 24 miles from Lincoln, 21 miles from Louth, 24 miles from Gainsborough and 13 miles from Grimsby. To find out more about our school please visit [www.nettleton.lincs.sch.uk](http://www.nettleton.lincs.sch.uk) and [www.northwoldsfederation.co.uk](http://www.northwoldsfederation.co.uk)

If you are interested in these positions please contact the school office on 01472 851455 or e-mail [catherine.fussey@nettleton.lincs.sch.uk](mailto:catherine.fussey@nettleton.lincs.sch.uk) Visits to the school would be warmly welcomed and are strongly encouraged.

Closing Date at midnight on 26<sup>th</sup> September 2018

Interviews week beginning 8th October 2018

**Our Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The posts are subject to enhanced Disclosure and Barring Service (with daily update service), barred list check and verified references.**