

**The Oaktree Federation
Laughton Community Primary School
Administrative Support Assistant required
Salary range: £18065**



Our small, friendly and supportive school is looking to recruit an Administrative Support Assistant

We are seeking to appoint a part-time Admin Support Assistant for 2.5 days a week who is committed to working in partnership with the School Business Manager, Governors, staff, Head of School and the Executive Headteacher.

The successful candidate will have a good level of education and experience of producing documents of a high standard and of undertaking a range of clerical and administrative duties, including data input and analysis. A working knowledge of SIMS, excel and maintaining a website would be desirable.

We require a caring and conscientious person who will enjoy working as part of our dedicated staff team and who can commit to the ethos of our school.

Hours of work: 17 hours per week

Working pattern: Part-time, Term-time only

(As the position is part-time/term-time only, the above salary will be pro rata)

Visits to the school are most welcome and encouraged.

Application forms can be downloaded from the school website

www.laughtonschool.co.uk

More information available from the School Office on 01323 811306

email school at office@laughton.e-sussex.sch.uk

Closing date: Friday 26th April

Interviews: Thursday 2nd May

Interviews: We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to an Enhanced DBS check. CVs are not accepted.

