The Oak Tree Federation
Laughton Community Primary School
Administrative Support Assistant required
Salary range: £25,614

We are seeking to appoint a part-time Admin Support Assistant for 4 days a week for our small friendly rural primary school. The ideal candidate will need to be committed to working in partnership with the School office team, Governors, staff, Head of School and the Executive Headteacher.

They will need to have a good level of education and experience in producing documents to a high standard and the ability to undertake a range of clerical and administrative duties, including data input and analysis. A working knowledge of Arbor, 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. They will be the first point of contact for our families and visitors and need to have excellent communication skills and be able to form positive relationships with the children in supporting their attendance..

Hours of work: 23 hours per week
Monday 8:30a.m- 1:30p.m
Tuesday 8:30a.m- 1:30p.m
Thursday 8:30a.m - 3:30p.m
Friday 8:30a.m - 3:30p.m
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 **laughtonoffice@oaktreefederation.co.uk**

Closing date: noon on Friday 4th December 2026
Interviews: Wednesday 9th December 2026

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.