



Dream big. Love God. Live well.

Bishop King CE Primary School
Kingsway
Lincoln
LN5 8EU
01522 880094
enquiries@bishopking.lincs.sch.uk
www.bishopking.org.uk

Administration Assistant

Salary G3 - 6 – 9 Range £18,812 - £19,948 pro rata.

35 hours per week, Term Time Only (39 weeks per year), Subject to six-month probationary period.

Bishop King Primary School needs an enthusiastic and approachable Administration Assistant to join the admin team at our primary school.

Key duties and responsibilities:

To carry out telephone, reception and messenger duties. To provide admin support including, filing, word processing and data input.

To assist in the compilation of reports, records and assessment of data as may be required by the school, governors, education authority or Department for Education.

To input and extract data onto Integriss

To liaise with parents/carers, via telephone, e-mail and face to face.

To assist in the arrangement of routine school activities such as medical/dental appointments, school photographs and parents' evenings.

To liaise with parents/carers as directed regarding issues relating to individual pupils, including the investigation of absences.

To analyse and produce attendance reports.

Liaise with the School Business Manager/Headteacher regarding attendance records, bringing any attendance concerns to their attention promptly.

Co-ordinate new starters' and leavers' paperwork, including liaising with the local authority and local schools. Ensure all transition paperwork is completed in a timely manner.

This role will be for five days per week (35 hours weekly) the hours will be 08.30 to 16.00 with 30 minutes lunch break.

The successful candidate will have excellent interpersonal skills, be able to work on their own initiative with minimum supervision and work under pressure, be flexible when necessary and adhere to tight deadlines. We have wonderful children and highly committed staff who strive to make ours a friendly and welcoming school. Previous school experience is welcome but not essential.

Subject to enhanced DBS and satisfactory references

To obtain an application pack, please visit our website www.bishopking.org.uk or contact Allyson Whittleton on 01522 880094 or by email: allyson.whittleton@bishopking.lincs.sch.uk

Visits to the school are welcomed. Covid restrictions will be adhered to.

Should you wish to look around the school please call 01522 880094

Closing date: 29th October 2021. Interviews week commencing 8th November 2021