

Administrator

Job Location(s): Heckington

Grade: G4.09 : £21,085.68 per annum (pro rata) | FTE Salary £25,989.00

Job Category: Schools-Support

Contract Type: Permanent

Appointment Type: Full Time

Hours per week: 35 - Monday to Friday, 8.30am – 4.00pm

39 weeks per year (Term Time Only)

Contact Phone Number: 01529 460633

Web Address : <http://www.heckington.lincs.sch.uk/>

Start Date: September/October 2026

Are you organised, friendly and efficient, with excellent attention to detail and a commitment to providing a welcoming and professional school office?

We are looking for an enthusiastic Administrator to join our school team and play a key role in ensuring the smooth and effective running of our busy school office.

This is a varied and rewarding role, working closely with the Headteacher, Bursar, staff, pupils, parents and external agencies. The successful candidate will need to be able to manage a range of responsibilities, work confidently with computerised systems and maintain confidentiality at all times.

What will you be responsible for?

- **Finance:** purchase orders, invoices, reconciliations and financial records
- **HR Administration tasks:** personnel, recruitment, training and sickness administration
- **Pupils:** admissions, records, census, transfers and leavers
- **Attendance:** monitoring, first-day calling and liaison with Attendance Services
- **Communication:** parent correspondence, newsletters and website updates
- **Office:** reception, visitors, telephone enquiries, filing and records
- **School support:** trips, wrap around care, swimming, medical administration, registers and staff cover

What are we looking for?

We are looking for someone who is:

- Highly organised and able to prioritise a busy workload
- Accurate and detail-focused, particularly when handling confidential and financial information
- IT confident, with good keyboard and data-entry skills
- Friendly and approachable, with excellent communication skills
- Able to work effectively with staff, pupils, parents and external agencies

- Reliable, professional and able to work within established procedures
- Experienced in a similar administrative role

Why join us?

This is an opportunity to become an important part of our school community. You will be joining a team where your organisation, initiative and attention to detail will make a real difference to the day-to-day experience of our children, families and staff.

The role offers variety, responsibility and the opportunity to develop your skills across finance, HR, pupil administration, attendance and school operations.

Interested?

If you are an organised, proactive administrator who would enjoy being part of a busy and friendly primary school, we would love to hear from you.

Closing date for applications: Friday 18th September 2026

Interviews will be held week commencing 21st September 2026

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS check, satisfactory references and all relevant pre-employment checks.

For an application pack, please contact the school office:

Telephone: 01529 460633

Email: enquiries@heckington.lincs.sch.uk

Or visit our website: <http://www.heckington.lincs.sch.uk/>