

Senior Administrator

8.50 a.m. – 4.30 p.m. Wednesday, Thursday & Friday | 7 hours 10 minutes per day | 21 hours 30 minutes per week | 40 working weeks | Grade G5, Point 12–15 (depending on experience)



Due to the retirement of our current Senior Administrator, we are looking for an organised, experienced and approachable Senior Administrator to join our friendly team from **1 November 2026** on a Wednesday, Thursday and Friday each week.

This is a varied and rewarding role in our small but busy primary school. We are looking for someone with previous administrative and financial experience who is confident, well organised and able to work independently, while also being a welcoming and friendly first point of contact for our children, families, staff and visitors.

The role includes a wide range of school administration, finance and HR duties, including supporting the Headteacher with budget monitoring and finance processes. Experience of working in a school would be an advantage, but full training will be provided on our school systems, including Arbor.

What we can offer

South Hykeham Community Primary School is a lovely, welcoming primary school where everyone plays an important part in our school community. You will be joining a supportive team and working in an environment where relationships, teamwork and the wellbeing of our children and staff are highly valued.

We can offer:

- A friendly and supportive school team
- The opportunity to make a real contribution to the smooth running of a primary school
- A varied role with plenty of responsibility and opportunities to develop
- Training and professional development opportunities
- Support and training with school-specific systems and processes
- The opportunity to work closely with the Headteacher and wider school team
- A positive and welcoming working environment

Visits to the school are warmly welcomed. If you would like to find out more about the role, please contact **Sue Hill, Senior Administrator, on 01522 681919.**

South Hykeham Community Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts will be subject to an enhanced DBS disclosure, Barred List Check, medical and reference checks. Applicants may be subject to a social media presence check. All pre-employment checks are in line with *Keeping Children Safe in Education*.

Closing date for applications – 17th September 2026

Person Specification

ESSENTIAL	DESIRABLE
Previous experience in a administrative role, preferably within a school or similar organisation	Experience of working within a school environment
Previous experience of financial administration, including monitoring budgets, processing invoices/payments and reconciling financial information	Experience using Business World or a similar financial management system
Excellent organisational and time-management skills, with the ability to prioritise and manage competing demands	Experience of monitoring or assisting with the management of a school budget
Excellent verbal and written communication skills	Experience using Arbor or another pupil/student management information system
Excellent interpersonal skills and a professional, welcoming manner	Previous experience of HR administration
Ability to act as an effective first point of contact for pupils, parents/carers, staff, visitors and other stakeholders	Knowledge of school administration procedures and systems
High level of accuracy and attention to detail, particularly when handling financial and confidential information	Experience preparing financial reports or management information
Ability to maintain confidentiality and handle sensitive information appropriately	Relevant administrative, finance or business-related qualification
Good IT skills and confidence using Microsoft Office, including Word and Excel	Experience supporting senior leaders
Ability to work effectively as part of a team and contribute positively to a friendly school environment	
Commitment to safeguarding and promoting the welfare of children and young people	

There is a downloadable application form and Job Description on the vacancies page of our school website.

www.south-hykeham.lincs.sch.uk

lucy.bowden@south-hykeham.lincs.sch.uk