Long Sutton C of E V A Primary School,

Martock Road, Long Sutton, Langport
Somerset TA10 9NT - Telephone 01458 241434

Email: enquiries@longsuttonprimary.co.uk Website: : www.longsuttonprimaryschool.co.uk

Age range 4-11 NOR 107

ADMINISTRATIVE ASSISTANT 18 HOURS PER WEEK (3 DAYS)
Salary SPC Grade 14.4 (£13.4847 p/h)
We require a part-time Admin Assistant to join our friendly, supportive and committed team. We are looking for someone who has administrative experience ideally within an educational setting, has a good sense of humour and is willing to embrace the challenges that working in a small school can bring.

We would like you to:-

- Have excellent administration and ICT Skills including Excel, Word and Outlook
- Be highly organised with an ability to proactively manage workload, completing priorities and meeting deadlines.
- Have excellent interpersonal skills with the ability to engage positively with children, staff and parents, face to face, by phone and email.
- Have used or have knowledge of SIMs and Parentpay or similar
- Be able to communicate effectively with children, parents, external organisations and colleagues at all levels using a variety of mediums.
- Be able to use social media, eg facebook , keep the school website up to date.

In return we can offer:

- The opportunity to be part of a friendly, hardworking, and dedicated team
- A supportive school community including children, parents, staff and governors.
- A wonderful Church school environment with extensive grounds (swimming pool, summer months only), a talented and dedicated staff team.
- Encouragement to develop new ideas and the opportunity to make a real difference. A commitment to you and your professional development

Long Sutton C of E VA Primary School is fully committed to a process of safer recruitment in order to safeguard the children in our care. This post is subject to an enhanced DBS check and satisfactory references. Online checks will be carried out for all candidates shortlisted.

For further information on the position please contact Ethne Staniland, Head Teacher or Clare Cole, Office Manager at the school office.

A job description and application forms are available from our website or from the school office.

Closing date: 12:00 midday on Tuesday 24th November 2026

Interview date: w/c 30th November 2026