

Administration Assistant

School:	St Andrew's Primary School	Posted:	23rd June 2025
Location:	Station Road, Congresbury, Bristol BS49 5DX	Expires:	4th July 2025 12:00 PM
Contract Type :	Permanent	Start Date:	2nd September 2025
Salary:	Grade JG3 (£24,790 - £25,183)	Job ID:	1495842
Hours:	Part Time		



Administration Assistant

Hours: 22.5 hours. Monday - Friday 8:00 - 12:30

Contract: Permanent

Salary: Grade JG3 (£24,790 - £25,183)

Actual Salary: £12,652.69 - £12,853.27 per annum

Start Date: 2 September 2025

St Andrew's are looking for a dedicated and adaptable Administration Assistant to undertake this crucial role at the heart of the school. The post is for 22.5 hours, with a working pattern of 8.00am to 12.30pm Monday to Friday.

School offices have changed significantly in recent years and this busy role supports and weaves together all elements of school life including day to day office administration, data management, record keeping, communications with parents and supporting premises management to name but a few! Working closely with the whole school team, but in particular the Headteacher and the Office Manager, the successful candidate will be highly organised, possess excellent interpersonal skills and demonstrate daily how they can prioritise and adapt effectively when under pressure. The successful candidate will thrive within the fast paced nature of this challenging yet rewarding role, being able to efficiently juggle many different and sometimes unexpected tasks. And then start again the next day with equal amounts of enthusiasm!

Applicants will be able to confidently demonstrate experience of excellent administration, ICT and financial skills. Previous experience within schools may be an advantage but is not essential as full training can be provided.

In return our friendly, engaging and exciting school can offer:

- A truly inclusive school where every member of the school community really matters
- A strong, collaborative culture of hard-working, dedicated staff who support one another
- Skilled and enthusiastic staff that are committed to further developing their practice
- Caring and respectful pupils who are proud of their school and work with independence and enthusiasm
- An opportunity to make a real difference to the lives of our children and their families
- A commitment to CPD opportunities
- Warm relationships with the local community, supportive Governors, parents and strong links with our Church

Our School

St Andrew's is a church school in the village of Congresbury. We are blessed with the most wonderful grounds that are spacious and full of opportunities in which to grow and learn, with St Andrew's Church overlooking our youngest children's playground.

The most recent Ofsted inspection, January 2018, saw the school maintain its good judgement. Last year, for SIAMS we were judged as an 'Excellent' church school: "meaningful relationships and partnerships enable all within the school to flourish". Driven by our Christian vision of "growing together", we are a highly inclusive school. We are passionate about ensuring that every child leaves our school with the skills and experiences required to lead happy and successful lives. Children at our school develop their unique character with the support and guidance of the staff, their families and our church.

As a nurturing school, we are proud to be an accredited Thrive School of Excellence. This is for our commitment to fostering understanding, skills and positive relationships needed to develop and sustain healthy social and emotional wellbeing of our pupils and staff. We are now embracing the Nurture UK approach which is further strengthening our nurture work. As a result, team ethos is an important part of our school.

The Trust

The Lighthouse Schools Partnership (LSP) is a Multi-Academy Trust which has experienced rapid growth since it started in 2016. There are currently 33 schools in the Trust.

The Lighthouse Schools Partnership is cross-phase and includes Infant, Junior, Primary and Secondary schools. The Trust is a mixed MAT and includes both non-denominational and Church of England schools.

We encourage you to browse our website for more information about the Trust.

Closing Date: 04 July 2025 at Midday

Interview Date: TBC

Early applications are encouraged. The school reserves the right to interview and appoint prior to the closing date of the advertisement, should the School be able to identify an appropriate candidate.

Safeguarding Statement:

The Lighthouse Schools Partnership and St Andrew's CE Primary School are committed to safeguarding and promoting the welfare of children and young people and expects all in our community to share this commitment. Suitability to work with children and young people will form part of the selection process. As part of the shortlisting process an online search will be carried out. All appointments will be subject to vetting, including an enhanced DBS check.

We are also committed to creating a diverse and inclusive workplace and welcome applications from all suitably qualified candidates, particularly those from underrepresented groups.