Lancasterian Primary School

A safe and welcoming learning community where:

* we all aim high;
* everyone is included;
* creativity is valued.

King’s Road, Tottenham, London, N17 8NN

# Tel: 020 8808 8088, email: [admin@lancs-pri.haringey.sch.uk](mailto:admin@lancs-pri.haringey.sch.uk)

Head Teacher: Paul Murphy

Deputy Head Teacher: Charlotte Clinton

**Admin Assistant**

**35 hours per week, Scale 4 (£25,668 - £26,856) Term time only**

Required from 08/01/24 to join our aspirational, vibrant and friendly school

**Do you want to join us in a school with a vision to be the best, where every child:**

* **embraces learning as a demanding lifelong journey, because all of us show them how to love challenge and growth;**
* **feels proud of who they are and their own uniqueness, because all of us celebrate difference; and**
* **leaves the gate with fond memories, a creative outlook and a sense of excitement for the road ahead, because all of us have put them at the centre of everything we do?**

Lancasterian Primary is a two-form entry school in the heart of Tottenham, a busy, exciting and energetic part of London. We are proud of our diverse, welcoming and enthusiastic learning community. The leadership team has a clear vision to ensure that all children and adults at the school have the opportunity to thrive and excel. We continue to develop following our June 2023‘Good’ Ofsted judgement, building upon improvements in children’s outcomes in order to raise pupil achievement across the school. We are looking for an Admin Assistant who can continue grow and develop as part of our team as we strive towards our vision.

**Are you the someone that can help us to become the best?**

We are now looking for an admin assistant at Lancasterian Primary to provide efficient, effective and confidential administrative support in our school office.

We are looking for a team player with experience in an administrative role, with the following skills:

Good working knowledge of Microsoft Office.

As the school’s first point of contact can identify stakeholders’ needs quickly and deal with queries.

Reliability, tact, diplomacy, confidentiality, and sensitivity are paramount to this post.

Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others).

Be able to work with frequent interruptions.

Good interpersonal and communication skills, both written and verbal, with a range of people.

Good organisational and planning skills, able to manage own time, prioritise and meet deadlines.

**For successful candidates we offer:**

* Exceptionally supportive senior and middle leadership teams who adhere to the ‘growth mindset’ philosophy and understand that school improvement and staff well-being must go hand-in-hand
* Fantastic professional development and career enhancement opportunities
* Excellent transport links

**If this sounds like the job for you then we would love to hear from you**!

Please visit our school website at www.lancasterianprimary.co.uk/key-information/staff-vacancies to download the application pack and contact Eoin Robertson (Business Manager) if you require further assistance, on 020 8808 8088 or [admin@lancs-pri.haringey.sch.uk](mailto:admin@lancs-pri.haringey.sch.uk)

**We strive to reflect the diversity of our community within our staff team** and welcome applications from all backgrounds and cultural heritages.

**Lancasterian Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to pre-employment checks, in addition, as part of the shortlisting process, we may conduct an online search as part of due diligence checks in the recruitment process. References will be sought and successful candidates will need to undertake an enhanced DBS check.**

**Closing Date & Time:** 12pm on Wednesday 6th December 2023 **Shortlisting:** Thursday 7th December 2023

**Interviews:** Tuesday 12th December 2023

**Shortlisted candidates will be notified by email on 7th December 2023**