West Wold Federation

(comprising Caistor Church of England and Methodist Primary School and Grasby All Saints Church of England Primary School)

School Administrative Assistant

Location:	West Wold Federation based at Caistor CE & Methodist Primary School
Working Pattern:	35 Hours / Term-time plus two weeks
Grade:	Grade 3, Points 6-9, £24,796 - £25,989 FTE
Salary:	£24,796 - £25,989 FTE (£20,573 - £21,563 pro-rata)
Closing date:	Friday 20th March 2026 at noon Return applications to sbm@westwoldferation.co.uk
Interview date:	Tuesday 24th March 2026

Summary of the Role

The Governors of the West Wold Federation are looking to appoint an Administrative Assistant to work across the Federation, based at Caistor Primary School.

The School Administrative Assistant plays a vital role in ensuring the smooth and efficient operation of the school office. This position provides serves as a key point of contact for the school community.

The successful candidate will have excellent communication skills and present a warm and friendly professional public face for our Federation. Previous experience of working in a busy school office is desirable and applicants must be confident in using MS Office and other software packages, including school management information systems. The ideal candidate will be able to demonstrate that they are reliable, organised and flexible when required. An ability to work to deadlines as part of a team is essential, as well as the ability to recognise and deal sensitively with confidential information.

There is potential in this post for a suitable candidate to follow a programme of professional development in School Business Management, leading to a diploma or degree qualification.

Visits to the school are encouraged. Please contact the school office on 01472 851396 or email enquiries@caistorprimary.co.uk to arrange a convenient time.