



Selston Church of England Infant and Nursery School
ADMINISTRATIVE ASSISTANT

Notts CC Grade 2, Points 2 – 4, £23,656 - £24,404 pa
(pro-rata £8,789 – 9,066)

Start Date: As soon as possible.
Hours: Part time (16 hours) term time only
Wednesday; 9am-11am, Thursday and Friday; 8am – 3.30pm
Contract: Initially, this role will be temporary until 31 August 2025 with the possibility of the contract being extended or made permanent following a review at the end of the current academic year.

Selston Church of England Infant and Nursery School has a vacancy for an Administration Assistant. We are looking for someone with excellent inter-personal and communication skills. The successful candidate will be expected to deal efficiently with a wide range of enquiries from visitors, parents, students and staff and to engage with parents and families supportively and positively.

Some knowledge of general office systems, word processing and maintenance of database records is preferred. Experience of working in a school office and knowledge of ScholarPack is also desirable, although training will be given if necessary.

This post demands organisation, flexibility, enthusiasm, an ability to prioritise and an ability to deal with confidential material. It is essential that you can work equally well as part of a team or alone and are able to meet deadlines, using initiative and time management skills.

This is an excellent and exciting time to join our school. We believe in supporting and developing all staff, with regular CPD and a forward-thinking, friendly team culture. We welcome visits to the school and the chance to meet members of the team, as well as the leadership team. Please contact the Office Manager, Charlotte Talbott to arrange a visit on 01773 780131 (school is closed for the Easter Break 7th April 2025 to 21st April 2025)

More information and application forms are available on our website: [Job Vacancies - Selston C of E Infant and Nursery School](#)

Please submit completed applications to our office by email: office@selston.snmatt.org.uk

Please note we cannot accept CVs as a form of application.

Application deadline: Midday Thursday 24th April 2025

Interview date: – Tuesday 29th April 2025 - Time to be arranged.

The Diocese of Southwell and Nottingham Multi Academy Trust is committed to safeguarding and promoting the welfare of young people and expects all employees to share this commitment. The successful applicant will be subject to appropriate child protection screening including checks with previous employers and undertake an enhanced DBS with barred check.