



Fleet Wood Lane School

School Administrator

Job Category: School Administrator

Salary: G4 Point 9, (£21,780 actual gross pay)

Hours: 35 hours per week (8.30am-4pm)

Contract Type: Permanent

Start Date: As soon as possible

Closing date for applicants: Friday 16th October 2026

Interview date: Wednesday 21st October 2026

Fleet Wood Lane Primary School is a friendly and welcoming school located in an idyllic setting close to Holbeach. We are looking to recruit a conscientious, enthusiastic, and motivated School Administrator to assist in the running of our thriving school. The successful candidate will play a key role in ensuring office operations are well managed, ensure safeguarding procedures are in place and will have the ability to work in a fast-paced environment. We are looking for someone who has a warm and welcoming personality with the ability to communicate effectively with families, children and visitors.

Please see the personal specification and job description for more information.

Application forms can be downloaded from the school website at **www.fleetwoodlane.com**

Completed forms can be returned to the school in person or emailed to **recruitment@fleetwoodlane.lincs.sch.uk**

Please note we cannot accept CV's and you must provide two referees on the application form.

Fleet Wood Lane School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post will be subject to an enhanced DBS disclosure, medical and reference checks. All pre-employment checks undertaken are in line with 'Keeping Children Safe in Education'.

Written references will be taken up at shortlisting stage prior to the interview.

Fluency Duty

In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

The school advertising the vacancy will contact you directly regarding the outcome of your application and any interviews. When interviews are taking place schools will follow all Government and Public Health England Guidelines.

All shortlisted candidates will need to verify their eligibility to work in the UK at the interview.