



# Monksmoor Park CE Primary School

## We are recruiting!

### ADMIN ASSISTANT

Exciting news!  
We are looking for talented individuals to join our team



**We are looking for an organised and proactive individual to work with the team in the school office, supporting with the administrative, financial and organisational processes within the school – primarily nursery functions. They will also be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.**

We can offer:

- ✓ A positive, inclusive and values-driven environment for staff and students alike.
- ✓ Opportunity to make a meaningful impact the day-to-day operation of the school.
- ✓ A varied role in a busy school where no two days are the same.
- ✓ Salary: NJC Scale 3 Point 5 – £1803.62 (FTE £26,427.24)
- ✓ Hours: 3 hours pw (term time only) Contract type: Part-Time, Fixed-term

*'Everyone and everything gets looked after here and that makes me feel safe.'* YEAR 4 PUPIL

For a job description and application form, please contact the school office, or visit: [www.monksmoorceprimary.co.uk](http://www.monksmoorceprimary.co.uk)

**Closing Date: 11th May 2026**  
**Interviews: 14th May 2026**

As a Church of England school, Christian values are at the heart of all we do. Through consultation with parents, staff and governors, we have developed our own school values which are embedded throughout our curriculum.

## APPLY NOW!



(01327) 493112



[monksmooroffice@rltschools.com](mailto:monksmooroffice@rltschools.com)



[www.monksmoorceprimary.co.uk](http://www.monksmoorceprimary.co.uk)



The Rutland Learning Trust are committed to the safety and welfare of our children and therefore the appointed person will be subject to an enhanced DBS disclosure check. Online checks will also be carried out on all candidates shortlisted for interview.

This position advertised is a 'regulated position' which means it will involve regular contact with children and young people; under the Safeguarding Vulnerable Groups Act 2006 it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This position is also 'exempt' from the Rehabilitation of Offenders Act 1974.

Visit our website: [www.rltschools.com](http://www.rltschools.com)