



Administrative Assistant

School Name: The Beacon CE Primary School

Job Title: Administrative Assistant

Hours: Full Time/Part time (both will be considered)

Term time only

Pay Scales: NJC Scale 3 5-6 £25,583 - £25,989 FTE

Liverpool Diocesan Schools Trust and the governors of The Beacon CE Primary School wish to appoint an Administrative Assistant.

We are extremely proud of our school. The Beacon is a happy, welcoming, and vibrant school, with a strong ethos of enabling our children to achieve their full potential through an innovative curriculum and high-quality teaching and learning. We are ambitious for our pupils and determined to help them to overcome barriers so that they can flourish.

We are proud to be a part of LDST, established in 2017 by the Diocese of Liverpool to provide its schools with a Multi Academy Trust that has the vision and values of the Church of England at its heart. All our primary schools are judged at least good by Ofsted and 63% schools are judged to be outstanding.

We are looking for someone who:

- Possess energy and enthusiasm
- Works well within a team
- Has experience of undertaking a wide range of administrative duties
- Has good organisation and interpersonal skills
- Has experience of using Microsoft packages
- Is adaptable and flexible
- Proactive in their approach to maintain high standards
- Understands the Christian ethos of the school
- Eager to develop their skills and abilities

We can offer you:

- Highly committed, enthusiastic, and professional staff
- Friendly, caring, and motivated children
- A happy and positive environment
- A committed and caring staff team



- On-going professional development and career progression opportunities across the Trust
- A supportive Governing Body

A job pack with further information and application form are available at <https://www.ldst.org.uk/current-opportunities/>

All applications should be emailed to recruitment@beacon.ldst.org.uk.

Closing Date: Monday 23rd February 2026

Please contact 0151 263 4206 or email recruitment@beacon.ldst.org.uk if you would like to arrange a school visit.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Please visit: <https://www.beaconceprimary.co.uk/page/safeguarding-including-e-safety/30888> to view our Safeguarding policies and procedures.