

Lipson Vale Primary School  
Bernice Terrace  
Lipson Plymouth  
PL4 7HW  
Head Teacher: Mr Peter Lewis-Cole  
Email: [lipson.vale.primary.school@plymouth.gov.uk](mailto:lipson.vale.primary.school@plymouth.gov.uk)  
Contact: 01752 224801 [www.lvps.co.uk](http://www.lvps.co.uk)



**Administrator, Grade B (NSP 3-4) £11,122 to £11,297 per annum (pro rata)**  
**Hours – 20 hours per week, 39 weeks per annum. Term time only (including 5 non pupil days).**  
**Permanent.**

**Start date: as soon as possible**

Lipson Vale Primary is offering an exciting opportunity for an extremely motivated, efficient, productive and enthusiastic individual to join our busy office team. The successful candidate will enjoy working alongside others as part of a highly efficient team and be able to offer a positive, professional and friendly approach to our children, their families and daily visitors.

The post involves:

- Providing front line administrative duties like answering the phone and dealing with parental queries.
- Recording and reporting on pupil data.
- Working collaboratively with the attendance leadership team to maintain attendance records.
- Accurately maintaining the school information management system (SIMs)
- Providing information to the Local Authority and other partners in line with GDPR policies.
- Setting up and processing payments.
- After school club administration.
- Updating and maintaining the school's website, including producing the weekly newsletter and organisation of school awards.

Experience of SIMs, Microsoft programmes (including Teams and Excel) and Cashless Catering systems are preferred, but not essential. We pride ourselves on our commitment to staff training so a capable, efficient and willing learner will be welcomed.

More details including a job description can be found on our website, alongside the application form. If you feel you could make a difference to our school, then please get in touch.

For an informal discussion or to book onto a tour, please contact Rebekah Welch, Business Manager, on 01752 224801.

Closing Date: 8<sup>th</sup> December 2024 (midnight)  
Shortlisting: 9<sup>th</sup> December 2024  
Interviews: 12<sup>th</sup> December 2024

Applications can be accessed from the school website.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A DBS disclosure is required for this post. All successful applicants will be subject to a social media search as part of the recruitment process.