

A CHURCH OF ENGLAND MULTI-ACADEMY TRUST
DEDICATED TO TRANSFORMING CHILDREN'S LIVES



Ulceby St Nicholas Church of England Primary School
Senior Administrative Officer



Senior Administrative Officer

SALARY

Grade 5, 12-15 £27,255.00 - £30,024.00 FTE
£9,732.76 - £10,721.57 (Pro Rata)

HOURS

15 hours per week
40 weeks per year (Term time plus inset days and one additional week during school closures)
Monday to Friday – 3 hours per day (times to be discussed and agreed at interview)

START DATE

As soon as possible

LOCATION

Ulceby St Nicholas Church of England Primary School

APPLICATION DEADLINE

Sunday 6th September 2026 (midday)

INTERVIEWS

Thursday 17th September 2026 (details to be confirmed)

For an informal discussion about the role, or to arrange a visit, please contact
enquiries@ulceby.laat.co.uk or call 01469 588219

Please go to [My Trust Careers](#) to apply



What's it like being a Senior Administrative Officer in LAAT?

Introduction

At the heart of every thriving school is a dedicated office team. We're looking for a passionate, organised individual to join our team as a Senior Administrative Officer, offering not just a job, but the chance to contribute to a supportive and caring school environment where no two days are the same.

As a Senior Administrative Officer, you will play a vital role in the daily life of our school as well as the wider trust.

Why this role matters

- **A Safe School Environment:** Actively providing safeguarding assurances around visitor management and the single central record (SCR).
- **Positive School Culture:** As the lead for the admin team, you help shape the first impression of the school — offering a warm, professional welcome to every visitor.
- **Supporting our School and Trust Community:** By keeping the school's back-office running smoothly so that teaching and learning can flourish.

This role is ideal for individuals who can be a positive role model with a strong background in administration, who enjoys responsibility and thrives on variety.

Key Responsibilities Include:

- **Safeguarding:** Maintenance of the single central record (SCR) and safeguarding procedures for visitors to school.
- **Resources:** Overseeing the purchase order process to support teaching and learning for staff and pupils, ensuring best value.
- **MIS and School Census:** Management and accuracy of pupil data.
- **Compliance and GDPR:** In all areas of the school and trust policies and procedures.
- **Administration and processes:** Supporting central finance, payroll and Colleague Services (HR) functions with accurate, timely information and documentation.



Welcome from the CEO of The Trust – LAAT

Be a part of something bigger...

Dear Candidate

What if every child was unique with **intrinsic value**? What if every member of staff was unique with intrinsic value? What if every school was **unique** with intrinsic value? At LAAT we believe that they are.

We're a **Church of England** trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can **transform** their lives. And then you must have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the **support** of a MAT who believes that you too are unique and **valuable** – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, **professional support** and the opportunity to transform lives.

Within fabulous **Greater Lincolnshire** with its beautiful beaches, woods, Wolds, fields and fens its 2-university city and its access to new and growing technologies. Its **reasonable priced houses** and home to the Red Arrows.

Is now the time to find out more about us and to join our **community of Excellence, Exploration and Encouragement?** To change lives with us, for the better .

Jackie Waters-Dewhurst
Chief Executive Officer

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an enhanced criminal record check via the DBS.



What our Colleagues say about us...



'I have never been happier in a job than I am in this one. I feel extremely well supported by the Trust and colleagues in school and know that this school has been able to make rapid improvements in part due to the support we have had from Trust colleagues'

"SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family' 'The Christian values of our school are lived out by stakeholders' 'As much is done as possible to support mental health and work / life balance"

'Just think we are flippin' awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn't want to work anywhere else'

'Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust' 'Our links to our community, the children and parents. The support from the trust with curriculum'

'I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support'

'The sense of shared purpose to make changes for children to improve their life chances'

Benefits of working in our Trust

We see you and believe that you deserve the very best

We firmly believe that, to ensure the best outcomes for our pupils, we must ensure the best support and career development for our colleagues.

We provide opportunities from initial teaching training to supporting Headteachers who wish to take on Executive Headship, Specialist Advisor roles or supporting wider Trust work.

All colleagues benefit from bespoke learning journeys to ensure that we are not only compliant with our statutory responsibilities, but so that our colleagues can be confident in fulfilling all aspects of their role to the highest standard.

Our focus on **Growth and Development** rather than 'performance management', ensures that all colleagues are empowered to do their job to the highest standard and cements our commitment to the continuous support and development of our colleagues, enhancing their skills and knowledge.

LAAT has signed the [Department for Education's \(DfE\) Education Staff Wellbeing](#), joining schools and trusts across the country in making well-being the heart of education, reaffirming Commitment to a Culture of Care.

All colleagues have access to;

- Over 70 online courses to support development
- 24 hour confidential helpline covering legal, financial and health and wellbeing guidance
- Free of charge counselling sessions
- Virtual GP - Accessible by smart phone, or computer with same day appointments
- Local Government Pension or Teachers Pension Scheme
- Competitive annual leave entitlements for support staff colleagues
- Favourable T&Cs for all colleagues to include enhanced HR policies for all colleagues
- Opportunities for PPA at home for most teaching roles
- Internal and external CPD and Networks for all colleagues
- Employee benefits from Specsavers and Halfords – cycle to work scheme



We have signed up to the
education staff wellbeing charter
because staff wellbeing matters



About Ulceby St Nicholas Church of England Primary School



Ulceby St Nicholas Church of England Primary school a small, friendly and inclusive village primary school where every member of the school community is valued as a member of the school “family”. We offer a safe and welcoming environment where children are encouraged to be kind, courageous and ambitious to reach their full potential in all areas. We are proud that our pupils are hard-working, happy and respectful and we aim to help them leave us as confident, respectful citizens who are ambassadors for positive change in the world.

Our curriculum has been written to suit the needs of all pupils and to develop life-long skills and knowledge that they carry forward into the next stage of their education. We believe children’s learning should be purposeful and engaging and should have no ceiling. It is our job to remove barriers to pupils and show them that they can achieve anything!

We are proud to be part of the Lincoln Anglican Academy Trust (LAAT) which is made up of 24 schools within the Lincoln Diocese and to benefit from the support and opportunities that the Trust offers. We also enjoy strong links with our local church and enjoy seeing our pupils explore their understanding and relationship with God and the world around them. Our strong Christian vision and ethos was recognised during our most recent SIAMS inspection (March 2021).



Job Description

The successful candidate will be responsible for ensuring that the school back-office functions effectively. This support extends to managing the office and administrative functions, ICT services and day to day operation of the school.

To provide a full range of administrative and finance support to the School.

Key Tasks and Responsibilities

Responsible for the management of the Bromcom system and administration ensuring both pupil and personnel records are updated and correct. Prepare Census information and upload within set timescales.

Responsible for overseeing the accurate the inputting and recording of payroll information as well as the preparation of paperwork for the payroll provider as required to ensure legislative compliance.

Checking payroll outputs and reports to ensure accurate pay records.

Management of the online cashless payment system.

Liaise with third party suppliers, e.g. Supply agencies, catering providers as required.

Oversee and support the roles and responsibilities of administration and clerical staff. This will include line management.

Ensuring that all financial systems and processes operating within the School are in accordance with the LAAT Finance Policy.

Processing purchase orders in line with the LAAT Finance Policy and monitoring the effective use of the procurement card, ensuring that transactions recorded and in a timely and accurate manner.

Obtaining quotes in line with the purchasing procedures set out within the LAAT Finance Policy where required.

Maintaining staff personnel files on the Trust HR MIS and ensuring compliance with pre-employment checks for volunteers, agency staff and checking of ID for all other colleagues.

Updating the staff personnel database in relation to specified areas of role, to include sickness absence, G&D records, training and induction.



Maintaining the School SCR for volunteers, agency staff and contractors

Travelling to attend training courses as required.

Other

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during their work.

The LAAT Trust promotes diversity and wants a workforce which reflects Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.



Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

Training/Qualifications/Experience

	Essential	Desirable
O Level/GCSEs (English & Mathematics at grade C or above)	*	
Experience of working in a finance role in the education sector		*
Experience of using PS Financials software		*

Professional knowledge and understanding

Understanding of key financial controls	*	
To be able to effectively use IT, particularly accounting software and Microsoft Excel	*	
Understands requirements of handling confidential and sensitive information	*	

Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

Personal and Professional Skills and Attributes

Well-developed interpersonal skills for working with a range of internal and external stakeholders	*	
Ability to explain financial concepts to non-finance colleagues		*
Good organisation skills	*	
Strong numeracy and literacy skills.	*	
Empathy with the mission and vision of the Church of England and the Diocese of Lincoln	*	

Approach to work - Candidates should

Maintain confidentiality at all times	*	
Ability to accommodate changes in work practice	*	
Apply attention to detail to ensure accuracy and validity	*	
Be able to work independently as well as part of a team	*	

Behaviour Competencies - Candidates should

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

Other- Candidates should

Be a positive role model	*	
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These are not values we aspire to, they are the words that members of our tribe have used to describe our Trust. They are our DNA. They inform every action and decision we take. To our staff they are the standards by which we operate, to our leaders they are our code of conduct.



Our commitment to you

We believe that all our Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:



Transparency – we will treat you with respect, honesty, and fairness.

Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

Showcasing talent – we'll provide a good opportunity for you to share your skills, experience, and potential.

Feedback – we will provide constructive feedback professionally.

Listening – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process

Please see link to our privacy notice for prospective candidates:

[Opportunities - LAAT \(thelaat.co.uk\)](https://thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

[My Trust Careers](#) by clicking the link or using the QR code and create an account.

In line with Keeping Children Safe in Education, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.

A screenshot of the LAAT Vacancies webpage. The header includes the LAAT logo, the text 'Lincoln Anglican Academy Trust Diocese of Lincoln', the word 'Vacancies', and links for 'Register' and 'Log in'. The main content area features a background image of two children in school uniforms looking at a globe. Overlaid on this image is the text 'Welcome to your careers portal' in large white font, followed by 'You've taken the first step in your search for an incredible career. Now take the second.' in smaller white font. A white button with the text 'Find my next job' is positioned below the text. A QR code is located in the bottom right corner of the page.

Lincoln Anglican Academy Trust
Diocese of Lincoln

Vacancies

Register Log in

Welcome to your careers portal

You've taken the first step in your search for an incredible career. Now take the second.

Find my next job