



Long Clawson Church of England Primary School
School Lane, Long Clawson, Melton Mowbray, Leicestershire, LE14 4PB

Office Administration Assistant – 30 hours

We are looking to appoint a part-time Office Administration Assistant to work within our busy office. This is a permanent position. The hours, days of the week and salary are explained below:

Monday - Friday	30 hours across the week
Grade:	6
Pay:	£25,995 to £27,280* paid pro rata (term time plus one week - 39 working weeks of the year) *Pay award pending
Start Date:	As soon as possible

NB: It would be helpful if the successful candidate has the capacity to do additional hours. This would help from a training point of view and also to support us during busy periods of time.

We are seeking to appoint an enthusiastic and highly driven professional who can meet the job description and person specification included within this advertisement pack.

We can offer you -

- Excellent professional development opportunities.
- The rewards of working within a highly motivated, supportive and enthusiastic team (who also have a good sense of humour!)
- Motivated, friendly and happy pupils, with excellent behaviour and learning attitudes.
- An opportunity to join a forward thinking team with a shared vision for our school.

We welcome all potential applicants to visit us for a tour of our school. If you require any further information, please either call or drop us an email. **Only applications submitted on our application form will be considered.** Applications should be sent to the office email address below.

Contact: Mrs Natalie Armstrong or Mrs Karen Lambert
Telephone: 01664 822337
e-mail: office@longclawson.leics.sch.uk

Closing Date: by 9 am on Friday 25th September 2026
Interview Date: To be confirmed, w/c 28th September 2026

Long Clawson Church of England Primary School is committed to equal opportunities and to safeguarding children. The post is subject to enhanced DBS checks and references.