



## Caistor Grammar School

### Job description: Administrator

Caistor Grammar School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

We are committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment. All posts will be subject to an enhanced DBS disclosure, medical, reference and Social media/web search checks. All Pre-employment checks are in line with "Keeping Children Safe in Education. Shortlisted applicants will be subject to a Social Media/ Web search check. This does not form part of the shortlisting process, and you will have a chance to address any issues of concern that come up during the search.

### Job details

**Salary:** £ 16, 825 - £ 17, 911

**Payscale:** NJC 2 - 6

**Hours:** 30 hours per week, term time (38 weeks) plus 2 days

**Contract type:** Permanent

**Reporting to:** Office Manager

### Main purpose

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The role is responsible for supporting administration. It will also include acting as an initial point of contact for parents, visitors and other stakeholders and will require you to be an ambassador for the school and embody the value, vision, and ethos of the school in all interactions.

### Duties and responsibilities

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- Act as a first point of contact for parents and visitors arriving at the school
- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- Assist with telephone, voicemail, and face-to-face enquiries efficiently and in a professional and supportive manner, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Logging and monitoring information on school management information system, e.g. Bromcom. Liaising and updating with key staff regularly
- Generating reports as required
- Sixth Form & Careers Administration Support – Preparation of resources
- Collating, logging and tracking staff and Trustee training
- General administrative tasks, as directed
- Seek support from other colleagues where necessary

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**Notes:**

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

- Deadline for applications: 28<sup>th</sup> January 2026
- Interviews: w/c 02 February 2026
- Email: [Charlie.coulston@caistorgrammar.com](mailto:Charlie.coulston@caistorgrammar.com) with your application. You must complete an application form to apply for this role. [\[link\]](#) Your application cannot be considered if you do not complete the school form.
- We reserve the right to interview before the deadline date, if appropriate

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