

Lydgate Junior School
Manchester Road
Sheffield
S10 5DP

Tel: 0114 2669500
Head teacher: Mrs Rachel Hurding

POST ADVERTISED

Administrative Officer - 37 hours per week, Monday to Friday, 39 weeks (term time). Employment to commence September 2026.

Grade 5 scale point 15-20 Start date: September 2026
Salary: £30024-£32597 FTE – Actual Salary £25824-£28037
Location: Lydgate Junior School, Manchester Road, Sheffield, S10 5DP Tel 0114 2669500

Main Duties and Responsibilities

A vacancy has arisen to join our large and friendly school. Required to start 1st September 2026, the successful candidate will work in our busy school office and will be the first point of call for the school community, including pupils, parents, staff, visitors and school governors.

You will have outstanding interpersonal skills, exceptional communication and IT skills and love working in an environment with children.

This role is suited to someone who enjoys problem solving and has the ability to multi-task whilst keeping a positive attitude at all times. You will need to be friendly, approachable, discreet, have a good sense of humour and have high standards with a willingness to show initiative in order to improve practices.

We are looking for a person who will love to work in a school environment, the successful candidate will have: -

- The skills to ensure they are competent in all aspects of administration
- The ability to be a great communicator both written and verbally
- Liaison skills and the ability to establish and maintain good personal working relationships with all members of the school community
- Strong IT skills and confident in using word, excel, email and utilising a range of school systems to ensure accuracy of data and attendance records
- The ability to multitask while keeping a calm professional manner
- Excellent organisation and attention to detail
- Proven admin experience and be organised and methodical whilst working.
- The confidence to be fully responsive to the day to day issues in school
- A diverse set of skills which will enable them to be flexible and adapt quickly to changes
- The ability to work as part of a team and to work independently with a sense of humour

Enquiries

Further details, application form, job description and person specification are available and can be found on our school website or email headteacher@lydgate-jun.sheffield.sch.uk

If you would like an opportunity to view the school, please contact the office on 0114 2669500.

Closing date

All completed application forms should be received at the school by Thursday 11th June at 12 noon.

Completed application forms should be emailed to the school at headteacher@lydgate-jun.sheffield.sch.uk or posted to Lydgate Junior School, Manchester Road, Sheffield, S10 5DP.

Interviews

Interviews will be on Thursday 18th June.