**Administration Assistant**

**Fixed Term to 31st August 2026**

**Carnforth High School**
**Required 1st September 2025**

**25 hrs per week (term time only)**
**Grade 4 Points 4-6
£24,404 - £25,183 (pro rata) £13,943 - £14,388 Actual Salary pay award pending**

We are looking to appoint an Administrative Assistant who will provide administrative support across the school as and where needed. They will undertake a wide range of administrative and clerical tasks as required.

The ideal candidate will be an excellent communicator, smart in appearance, have experience of routine office procedures and the ability to work accurately and to deadlines.

Carnforth High School is a small, community 11-16 school bordering the Lake District. We are a good school with outstanding features in Leadership and Management and Behaviour and Safety. This is an opportunity to work with supportive committed staff and be part of the future development of our school. Applicants are warmly encouraged to visit the school, or contact the Heads PA for an informal conversation.

Carnforth High School is committed to safeguarding and promoting the welfare of children. This post is subject to a DBS (previously CRB) check.

We welcome applications regardless of age, gender, ethnicity or religion.

* Closing date for application: 9:00am Monday 14th July 2025
* Interview date: w/c 14th July 2025 day TBA

Application forms can be downloaded from the school’s website. [www.carnforthhigh.co.uk](http://www.carnforthhigh.co.uk/working-at-chs/21.html)

Completed application forms should be returned FAO: The Headteacher or emailed to head@carnforthhigh.co.uk