**Poulton-le-Sands CE Primary School**



**As a sanctuary of Christian love, we forge futures in our community. We inspire a joy of learning and a delight in one another. In faith, we are refined through challenge, growing with God, together.**

***The light shines in the darkness and the darkness shall not overcome it.***

***John 1 v.5***

Grade 3, Term time, 21 hours a week (3days - flexible) (22,737 – Pro-Rata)

The Headteachers and Governors of Poulton-le-Sands Church of England Primary School are seeking to appoint a motivated, reliable and flexible School Business Support Officer. The successful applicant will be based in the school office working alongside the School Business Manager, supporting the smooth running of the school’s administrative and operational functions.

We are seeking someone with:

* Excellent communication and interpersonal skills
* Confident in using a range of IT systems, including social media accounts and website
* The ability to manage your own time and workload effectively
* A responsive approach to the needs of staff, pupils and visitors
* A commitment to maintaining confidentiality at all times
* Uphold the Christian vision and ethos of the school at all times.

In return, we can offer you a welcoming and supportive working environment in a happy friendly school community, where your contributions will make a difference. If this sounds like an exciting challenge that you would be suitable for and you would like to join us on our school journey, then we would love to hear from you.

If you require further information or would like to visit the school, please contact the school office on 01524 413273 or email [head@poulton-le-sands.lancs.sch.uk](mailto:head@poulton-le-sands.lancs.sch.uk)