



**BOSTON**  
HIGH SCHOOL

Boston High School, Spilsby Road,  
Boston, Lincolnshire, PE21 9PF

Tel: 01205 310505 | Email: [enquiries@bostonhighschool.co.uk](mailto:enquiries@bostonhighschool.co.uk)

[www.bostonhighschool.co.uk](http://www.bostonhighschool.co.uk)

**LEADING LEARNING TOGETHER**

VACANCY

**Office Administrator**

HOURS & SALARY

14 hours per week – Thursday & Friday (8.30am - 4.15pm) with 30 mins unpaid break  
39 weeks per year (term time plus one week)  
Salary G3 £24,027 - £25,183 (£8,076 - £8,464 pro rata)

CLOSING DATE FOR APPLICATIONS:

Thursday 7th November 2024 (midnight)

INTERVIEWS WILL BE HELD ON:

Tuesday 12th November 2024 (morning)

Boston High School is seeking to appoint an efficient, organised, hardworking and motivated member of staff to provide administrative support to ensure the smooth running of the school, to work in the main office of our school.

General duties will include answering phone calls, filing, and working as part of a team to ensure the office responsibilities are achieved, including monitoring attendance, school emails and communication with parents, students and staff.

The ideal candidate would be confident with using IT, have administration experience and ideally experience of working in a school and knowledge of SIMS previously.

We reserve the right to appoint prior to interviews.

An application form and further information, including a job description, can be downloaded from our school website [www.bostonhighschool.co.uk](http://www.bostonhighschool.co.uk). If you have any queries or questions after reading the job description, **please contact Nadine Swain via email below.**

Please return all application forms, together with a letter of application (no more than 1 side of A4) to:

**Mrs N Swain, Boston High School, Spilsby Road, Boston, PE21 9PF**

Tel: 01205 310505 Email: [jobs@bostonhighschool.co.uk](mailto:jobs@bostonhighschool.co.uk)

This school is committed to safeguarding and promoting the welfare of children, consequently an enhanced Disclosure and Barring Service Check (DBS) will be required. All pre-employment undertaken out are in line with "Keeping Children Safe in Education".