



**ADMINISTRATION ASSISTANT – MATERNITY COVER**

**FULL TIME – AMBER HILL BASE (near Boston) Starting asap**

**Salary: G3:6 (£19,501 actual salary) pro-rotta, term only contract**

The Pilgrim School has an exciting opportunity for someone who is interested in working in a busy admin office in a specialist school with a supportive team. The Pilgrim School has an established and highly effective team of permanent members of staff. The successful candidate will be supported and provided with a range of CPD opportunities.

The Pilgrim School provides lessons in both pupils' homes and three main bases throughout Lincolnshire. Pupils who receive education support are diagnosed as medically unfit to return to school or have social/communication or mental health difficulties which make school attendance difficult.

Closing date for applications 12 noon Monday 5<sup>th</sup> February 2024 Interviews will take place later that week at our Amber Hill Base.

**For an informal discussion please contact Helen Garrett, School Business Manager on (01522) 682319.**

**Further details and application forms are available from [www.pilgrim.lincs.sch.uk](http://www.pilgrim.lincs.sch.uk)**

**Our school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks. All pre-employment checks undertaken are in line with “keeping children safe in education”.**