



LEARNING COMMUNITY 2

we are looking to appoint an

ADMINISTRATOR

This is a permanent, part-time post which is based at Southcott Lower School

Salary Scale: Level 3, Band D point 7—11 24 hours per week, term time only

Salary: £20,092 - £21,748 (pro rata) Starting: January 2021

Learning Community 2 is a collaboration of schools in the Leighton Buzzard, Linslade, and Woburn areas.

We aim to work together to provide high quality teaching and learning across all our schools through a range of collaborative projects and shared activities. We believe that this approach more effectively supports children, families and staff across the Community.

Job Description:

The LC2 Administrator provides general office support to the Coordinator and the Child and Family Support Worker. This includes taking minutes from meetings, managing training administration and keeping accurate financial and attendance records.

The successful candidate will be well organised with good IT and time management skills. They will be able to demonstrate attention to detail together with the ability to see a task through from start to finish. As part of a small team, they will be able to work independently with guidance and be willing to undertake a variety of tasks within the scope of the role.

For further information and an application pack please e-mail

lc2office@lc2.cbeds.co.uk or call the LC2 Office on 01525 854361 or 07889 719787

Closing date for applications: Friday 13th November 2020, 12.00 noon

Please note that applications received after this time cannot be considered

Online interviews will be held on Friday 20th November 2020

LC2 is an Equal Opportunities Employer

We are committed to safeguarding. References will be taken up prior to interview and the appointment will be subject to an enhanced DBS check. The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must disclose any convictions they have and any orders which have been made against them.