



Fenland Federation of Marshchapel and Grainthorpe Schools

Permanent Job Vacancy

Job: Senior School Administrator

Salary: G5 LC12-LC15 £27,254 - £30,024 (pro-rated and equated salary)

Contract Type: Permanent

Appointment Type: Full-time, 37 hours per week (40 weeks per year)

WANTED FOR MARCH 2026

The children, staff and governors of The Fenland Federation are looking for an experienced and dedicated Senior School Administrator to join our team. Marshchapel and Grainthorpe are two small village schools with delightful children who need you! The role requires someone who pays meticulous attention to detail, has enthusiasm, a calm manner, can work alone and can prioritise.

We are looking for someone who is friendly, approachable and has both strong communication and organisational skills and is proactive. The ability to maintain confidentiality, stay calm under pressure and keep a good sense of humour is essential!

As a Senior School Administrator, you will play an integral part in maintaining the vital functions of the school to ensure it runs smoothly. You will have the responsibility to provide administrative support to the whole school including acting as PA to the Head Teacher. Please see the job description within the application pack on the school website at <http://www.marshchapel.lincs.sch.uk>

In return, we can offer you two fabulous schools in which there are many opportunities for professional development, great office spaces. You will get to know our keen and motivated children who demonstrate excellent learning behaviours alongside a committed, friendly and welcoming staff team!

The successful candidate would need to be available to start on 16th March 2026, ideally.

The deadline for applications is Thursday 5th February 2026. Interviews will take place on Wednesday 11th February 2026. Please email completed applications to enq@marshchapel.lincs.sch.uk

Please download an application pack from our school website

<https://www.grainthorpe.lincs.sch.uk/>

Applicants should note that written references will be taken up at shortlisting stage prior to interview.

Candidates are encouraged to visit the school by prior appointment - please call 01472 869075 or email enq@marshchapel.lincs.sch.uk

The school is committed to safeguarding and promoting the welfare of young people and expects all staff to share in this commitment. Any offer of employment will be subject to an Enhanced Disclosure and Barring Service (DBS) and Barred List check, a Disqualification from Caring for Children Regulations disclosure and employment references.