

**Business Administration Officer
Required September 2026
37 hours
G3/G4 – depending on experience and qualifications**

Caistor Yarborough Academy is looking for an organised, professional and enthusiastic Business Administration Officer to join our school office team. This varied role combines general administration responsibilities to help ensure the smooth day-to-day running of the school.

The successful candidate will provide high-quality administrative support to staff, pupils, parents and visitors while assisting with routine office operations.

Key Responsibilities

- Provide general administrative support across the school office
- Manage telephone, email and front desk enquiries professionally
- Liaise with suppliers, parents and external agencies
- Support the organisation of meetings, events and school communications
- Ensure confidentiality and compliance with school procedures
- Work collaboratively with the wider administration team

The Ideal Candidate Will Have

- Previous administration experience, ideally within a school or office environment
- Good organisational and communication skills
- Strong attention to detail and accuracy
- Ability to multitask and work effectively under pressure
- A professional and friendly approach
- Knowledge of school finance systems would be advantageous but not essential

What We Offer

- Opportunities for training and development
- The opportunity to contribute positively to the school community

FOR FURTHER INFORMATION, or an informal discussion, please contact Nina Noble. Tel: 01472 851383 or nina.noble@cyac.org.uk

APPLICATION FORMS and further details are available from the Academy's website or by contacting the Academy. Completed application forms should be returned to nina.noble@cyac.org.uk in advance of the closing date.

THE ACADEMY is committed to the safeguarding of children. The appointment will be subject to an enhanced DBS disclosure and references will be taken before interview.

Caistor Yarborough Academy
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Closing date: Friday 2nd October
Interviews: Week commencing Monday 5th October