



Cotford St Luke Primary School

Appreciate – Believe – Challenge

Bethell Mead
Cotford St Luke
Taunton
TA4 1HZ

Telephone: 01823 430831

Email: office@cslprimary.co.uk

Website: www.cotfordstlukeprimary.co.uk

SCHOOL ADMINISTRATOR/NURSERY FINANCE ASSISTANT/ LUNCHTIME SUPERVISOR

Admin/Finance role - 28 hours per week term time only over 4 days

Grade 14 point 4 (£25,185 pro rata)

Lunchtime role – 2 hours per week term time only

Grade 16 point 2 (£24,413 pro rata)

An excellent opportunity exists for a well organised, competent, reliable, conscientious and efficient administrator/finance assistant to join our friendly, supportive and caring school. This position also includes a half hour per day as Lunchtime Supervisor.

The role will be shared between the School and Nursery providing comprehensive administrative and financial support.

The successful candidate will need excellent interpersonal and communication skills, be able to multi-task, demonstrate initiative and understand the importance of confidentiality and discretion. They will also need to be adaptable, flexible and enjoy the variety and challenge of working in a small, but busy office.

A relevant qualification at NVQ Level 3 is desirable, but not essential. A knowledge of Excel and of schools' operational systems would be beneficial, although training will be provided.

A Job Description and Application form is available from www.somerset.gov.uk/jobs or the school website www.cotfordstlukeprimary.co.uk. Visits to the school are very welcome. For an informal discussion or to arrange a visit please contact the School Business Manager on 01823 430831.

Closing date –12:00 noon Monday 13th July 2026

Interviews – w/c 20th July 2026