Reference	LATADREC2627
Location	The Damara School, The Maltings, Raymond Street, Thetford, IP24 2EA
Salary	LATS1 £23,660.00 (FTE if worked 35 hours; 52 weeks per year) pro rata
Working hours per week	Part-time = 15 hours per week (pattern to be negotiated between core school hours of 8.10 - 15.50)
Working weeks per year	Part time = term time + 1 (5 days CPD)
Contract type	Part time, permanent
Start date	ASAP
The employer	The Lotus Academy Trust
The school	The Damara School
Contact	office@lotustrust.org.uk / 01842 773673 (for an application pack, informal chat, to book a visit)

Administrator with Receptionist Duties

The Damara School, Thetford | Part-time, 15 hrs/week | Term-time + 1
Be the welcoming face of our school whilst managing pupil records, parental consents, and providing essential administrative support.

Flexible working pattern | Job-share welcome | Salary: LATS1 £23,660 FTE (pro rata)

We need someone with strong admin and customer service experience, excellent organisational skills, and understanding of confidentiality. School experience desirable but not essential.

Closing date: 4 December 2026
Applications will be reviewed and shortlisted as they are received. We reserve the right to close this vacancy early and appoint a suitable candidate before the closing date. Early application is strongly recommended.

The Lotus Academy Trust is committed to safeguarding and promoting the welfare of children. This post is subject to enhanced DBS clearance, satisfactory references and all required safeguarding checks.