

School Administrator advert

Post Title School Administrator

Grade 4 (pts 7-10) (negotiable dependent on experience and current pay scale) (£20,444 - £21,695)
pro rata

Allowances (Not applicable)

Hours Part Time 3.5 days per week (21 hours) term time

Contract Fixed Term Contract (until 31/12/2023) in the first instance

Closing Date: 25/11/2022

Interview Date: tbc

Start Date 3/1/23 (It will be necessary for the successful applicant to attend on a few training days in December, to ensure a smooth handover with the current Administrator)

This is an exciting opportunity for a committed and versatile person to join our fantastic team of staff, in a vibrant and successful rural village primary school.

Hillesley Primary School are seeking to recruit an enthusiastic, organised and flexible person to provide administrative support in our busy school office. This post is for 3.5 days a week (21 hours), three full days (8.45am – 3.15pm) and one half day (8.45am– 12pm) term time only (days of the week worked to be negotiated) plus Inset days. The initial contract will be fixed term for 12 months until 31/12/23 but it is anticipated that this initial contract will be extended. The starting pay grade is negotiable, dependent on experience and current pay grade if working in a similar school role.

You should be welcoming, personable, helpful and able to represent the school in a professional and friendly manner.

You will be responsible to the Head for the efficient operation of the school's administration systems. Experience of SIMS and Parentpay are desirable but training can be given.

The successful candidate will:

- Be responsible for ensuring that administrative tasks are carried out to a high standard
- Be organised, flexible and able to use initiative
- Have good interpersonal and communication skills
- Have a high level of computer literacy and a good working knowledge of Microsoft Office applications
- Have demonstrable experience of working in an office based role
- Maintain confidentiality at all times
- Enjoy working in a busy environment, producing good quality, accurate work, whilst working to deadlines.

For further details and application form please visit our website www.hillesleyprimary.com
Application forms should be returned to the school office by email or post.

If you require any further information please contact the school office on 01453 843551 or email admin@hillesley.gloucs.sch.uk

Prospective candidates are welcome to visit the school. Please telephone or email to make an appointment.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.