School Administrator

- **Closing Date: 9th December, 2022**
- **Interview Date: 15/16th December, 2022**
- **Job Start Date*:* January 2023**
- **Contract/Hours: Part-time, Term time only + 1 week**
- **Salary Type: NJC Support Staff**
- **Salary Details: Grade 3/4 (£20,812-£21,968 pro-rata)**
- **Hours of Work: 33.75 hours over 5 days**
- **Location of Role: Stedham Primary School**

Job/Person Summary

We are looking for a School Administrator to join our friendly office team. The hours of work will be 8.30am to 3.45pm (with a 30-minute break for lunch) Monday to Friday.

Discussions are welcome around a potential job-share arrangement.

We are looking for someone who is:

- A positive and effective communicator, confident in liaising with colleagues, children, parents, governors and outside agencies;
- Experienced in working in administration with good organisational and literacy skills;
- Determined to ensure that we achieve our educational goals, supporting the values and aims of the Headteacher and Governing Body;
- Skilled at using IT and preferably experience in using SIMS and Bromcom, although training can be provided for the right person;
- Able to maintain confidentiality at all times;

We offer a rewarding and stimulating working environment along with opportunities for professional development. This is a great opportunity to work in a rewarding position, which makes a real difference to the lives of the entire Stedham School community.

This position is initially from January 2023 until the end of the academic year July 2024.

Application Procedure

Further information is available by email sbm@stedham.w-sussex.sch.uk or by phoning the school office on 01730 813522.

Stedham Primary School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this. All successful candidates will be subject to Disclosure and Barring Services checks along with other relevant employment checks.