**School Administrator**

* **Closing Date: 14.04.20 - midday**
* **Interview Date(s): 20.04.20**
* **Contract/Hours:** Permanent, Part-time
* **Salary Type:** Support Staff
* **Salary Details: NJC Grade** D – 7-12 £19,554 - £21,589 pro rated.
* **Hours of Work:** 17.5 hours per week, Tues, Wed and Friday, 40 week contract
* **Location of Role:** Whimple Primary School, Whimple, EX5 2TS
* **Contact e-mail address:** admin@whimple-primary.devon.sch.uk

**Job Advert**

Required to start as soon as possible. We have a vacancy for a highly motivated, efficient and enthusiastic team player with excellent people skills who is committed to providing excellent customer service and has experience of school finance, personnel and site management.

The role requires working in the school office is a busy environment, liaising and communicating with parents, pupils and school staff. This role is crucial to the smooth running of the school and therefore requires someone with the skills and passion to maintain effective systems of financial control and assist in the administration, lunchtime arrangements and premises functions of the school, working in close partnership with the school Administrative Assistant, School Business Manager, Headteacher and Governors.

The role is both operational and strategic and requires high levels of confidentiality in providing support and advice to the leadership team and governing body, whilst contributing to the continued development of the school.

Please see full details of the Job Description (inc. Person Specification), along with an application form, on our website.

**Application Procedure**

**Please complete the application form on the school website** [**http://www.whimple-primary.devon.sch.uk/website**](http://www.whimple-primary.devon.sch.uk/website) **and return it to the school office via post or email to admin@whimple-primary.devon.sch.uk. Visits to the school are warmly welcomed and can be arranged by contacting the school office on 01404 822584.

We look forward to receiving your application.**