



Feckenham CE Primary School

With God we grow to live life in all its fullness

School Lane, Feckenham, Redditch, Worcestershire, B96 6QD | office@feckenhamfirst.worcs.sch.uk

SCHOOL ADMINISTRATOR

32.5 hours per week, term time only, permanent contract

Required 2nd September 2021

(Possibility of 1 week in July for crossover purposes with present Administrator, paid per day)

Scale Point 7 – 8: £20,092 - £20,493 per annum pro rata (£14,790 to £15,085 actual salary)

8.30 a.m. to 3.30 p.m. with 30 minutes for lunch (unpaid)

(Please note - an 8.30 a.m. start time is essential)

An exciting opportunity has arisen for a skilled school administrator to join our thriving, Church of England school. This is a critical position; as the first point of contact in the school a friendly, professional manner is essential as well as being an excellent communicator. Computer proficiency and organisational skills are also a vital requirement, as well as discretion, versatility and a good sense of humour. A knowledge of Arbor, school finance packages and budgeting is desirable although training will be provided. The successful applicant will play a key role within the school; they will need to work on their own initiative, remain calm under pressure, complete training when necessary and have a nurturing presence around young children.

If you:

- *Will share and promote our school's Christian ethos and the Trust's vision and values*
- *Can provide a professional and high quality Administrative service for the school*
- *Will be able to work independently as is necessary, methodically and have good attention to detail*
- *Have the ability to work to deadlines and manage time appropriately*
- *Are motivated and can work as part of a wider team*
- *Have the relevant qualifications (NVQ Level 3 or equivalent qualification or experience in relevant discipline)*
- *Have excellent numeracy and literacy skills*
- *Ability to relate well to children and adults*

We can offer you:

- *A wonderful community environment with supportive colleagues*
- *Great CPD opportunities in a progressive environment.*

A visit to the school prior to application would be a good opportunity to meet staff and children and see if this is a school community you would like to be part of. Visits can be arranged through the school office on 01527 892756.

Further details and application form are available on the school's website: www.feckenhamceprimary.co.uk

Closing date: 9.00 a.m. Wednesday 26th May 2021

Interviews: Week commencing 7th June 2021.

Shires Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS. The Trust is committed to the promotion of equal opportunities and diversity.

