

FEDERATION OF NETTLESTONE & NEWCHURCH PRIMARY SCHOOLS

SCHOOL ADMINISTRATOR, NETTLESTONE PRIMRARY SCHOOL

Nettlestone Green, Seaview, PO34 5DY

Tel 01983 613171

Web : www.nettlestoneprimaryschool.co.uk

Executive Headteacher: Miss Kirsty Howarth

Salary: Scale : Hay Grade 5 - 7 £18,680 - £22,440 FTE

(pro rata £15,767 - £18,941)

(salary grade will reflect skills and experience)

Hours : 8.30 - 4.15pm Mon - Fri (term time only)

We have a vacancy for a professional, effective and enthusiastic administrator to join our happy and hardworking team. Our office is busy and so we require someone who can multi-task, has excellent inter-personal skills and shows initiative. Ideally you would have school office experience and so be proficient in the Schools' Information Management System (SIMS) and FMS however, training can be given to the right candidate.

The position is to start Monday 3rd September 2018.

The successful applicant will:

- Be a strong team player
- Have fantastic communication skills and a caring approach to children and adults
- Have confidence in dealing with a diverse range of people both on the phone, face to face and in writing
- Have excellent problem solving skills, alongside the ability to be flexible and adaptable in a constantly changing environment
- Have excellent Literacy and IT skills - competence in the use of Microsoft Office, especially Word and Excel
- Be confident and pro-active in using effective systems in a busy school office e.g. admissions, census returns, statistical returns, online payments
- Understand the importance of safeguarding and be able to maintain the Single Central Record
- Recognise the need for confidentiality and data protection (GDPR)
- Be able to remain calm, maintain a professional image and have a welcoming and friendly smile!

Nettlestone Primary has a distinctive character, an excellent reputation and is a well resourced school in an attractive rural location and we are keen to continue to enhance the education provision we can offer. We are immensely proud of our school, our pupils, our team and our achievements and we strongly recommend you come and visit us in order to see whether Nettlestone is a place that you could thrive! Please contact Mrs Petrossian, Business Manager to make an appointment 01983 613171 or email businessmanager@nettlestoneprimaryschool.co.uk

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. We are an equal opportunities employer and welcome applications from all sections of the community.

Closing date for applications : Friday 13th July 2018

Interviews are scheduled for week commencing Monday 16th July 2018