



### **School Administrator**

**Salary:** Scale 4, Point 7 (£20,444 pro rata, per annum)

**Contract:** Permanent, Part Time, 14 hours per week, term-time only

**Closing Date:** Thursday 14<sup>th</sup> July 2022

**Start Date:** Dependent on safeguarding checks and DBS

Robert Miles Infant School is looking to appoint its next highly-valued, enthusiastic, committed and dynamic School Administrator as part of our office team. We are proud of our welcoming atmosphere and committed, friendly staff team. This position offers a rare and exciting opportunity for a highly motivated School Administrator to develop their skills in this critical position.

We are looking for someone who:

- believes in our school motto: "Work hard – Be kind" – for staff and pupils alike
- has experience of a busy multifaceted office environment
- has knowledge of administrative systems and relevant processes and procedures
- has knowledge of health and safety and data protection expectations
- has a need to continue their own learning and development
- has a professional approach and a calm and personable manner.