

## School Administrator

- **Closing Date:**
- **Interview Date(s):**
- **Contract/Hours:** Permanent, Part-time
- **Salary Type:** Support Staff
- **Salary Details:** NJC Grade E – 23 to 28
- **Hours of Work:** 18 hours per week, Weds-Fri, 40 week contract
- **Location of Role:** Whimble Primary School, Whimble, EX5 2TS
- **Contact e-mail address:** [admin@whimble-primary.devon.sch.uk](mailto:admin@whimble-primary.devon.sch.uk)

## Job Advert

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 school office is a busy environment and is crucial to the smooth running of the school. This important role requires someone with the skills and passion to maintain effective systems of financial control and lead and manage the administration, personnel and premises functions of the school, working in close partnership with the 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 on 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.whimble-primary.devon.sch.uk/website> and return it to the school office via post or email to [admin@whimble-primary.devon.sch.uk](mailto:admin@whimble-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.