



School Administrator

St Mary's Catholic Primary School, Ulverston

Required ASAP

Job Reference Code: ADMIN

Job Title: School Administrator needed ASAP

School Name: St Mary's Catholic Primary School

Address: Springfield Road Ulverston Cumbria LA12 0EA

Telephone: (01229) 583449 **email:** admin@st-marys.cumbria.sch.uk

Employer: Mater Christi Multi Academy Trust

Closing date: Friday 6th February

Shortlisting: Monday 9th February

Interviews: Thursday 12th February

Salary: SCP7, Grade 6 £26,403 per annum, pro-rata to working hours.

Post details:

- 15 hours per week (term time, plus 2 weeks, plus INSET) full year, as part of a job share arrangement.
- To take up post ASAP
- Working hours will be 08:30am – 4.30pm (Monday and Wednesday)
- This is a permanent contract.

We are seeking to appoint a part-time School Administrator to join our friendly, hardworking and well-motivated team. We are looking for an individual who has the following attributes:

- Is able to process a range of financial transactions using Access in line with set procedures, demonstrating accuracy and an eye for detail.
- Working knowledge of Health and Safety and HR systems.

- Has proven experience working in a reception / administrative role, ideally within a school setting.
- Can demonstrate good organisational and communication skills and the ability to work efficiently with diverse groups such as staff, parents, pupils and governors
- Has excellent IT skills: knowledge of school administrative systems such as Arbor, ParentMail, Google Drive would be desirable.

St Mary's Catholic Primary School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS check.

Visits to the school are welcome, by appointment only. All applications must be made through My New Term.

Candidates will be invited to interview following shortlisting.