



## School Administrator

<b>Salary</b>	£21,833
<b>Grade</b>	Grade C pt. 4
<b>Hours</b>	37.5hpw from 8:30am - 4:30pm
<b>Weeks</b>	39 weeks per year inclusive of 5 INSET days
<b>Start date</b>	September 2026
<b>Contact Type</b>	Permanent

We are seeking to appoint an excellent administrator to work as part of our admin and reception teams.

As our school administrator, you'll be one of the first points of contact for our school, providing a professional welcome inline with our ethos and values. You'll manage calls, emails, appointments, and assist with general administrative tasks to support the daily operations of the school.

We are looking for someone who:

- Has effective communication skills
- Has strong IT skills
- Can building strong relationships with staff, students and their families
- Is professional and can model our ethos and values
- Is a team player

If you are passionate about making a difference to the life chances of our children and believe you have the skills and personal qualities we are looking for then we want to hear from you!

## **Application Process**

Full details about this post and how to apply on our website can be found at:

<https://st-cuthbertmayne.co.uk/vacancies/>

**The closing date for this post is: Monday 8th June 2026**

**The interview date for this post is: W/C Monday 15th June 2026**

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.

St Cuthbert Mayne School is an equal opportunities employer and as such we do not discriminate based on age, gender, disability, race or any other equal opportunities criteria.