

Job title:

Office Administrator

School name:

Ireleth St Peter's CofE Primary School

Address:

Kirkby Road, Ireleth, Askam-in-Furness, Cumbria, LA16 7EY

Telephone no:

01229 462753

Employer:

VA

Salary:

BS6 £18,070 - £18,746 PER ANNUM PRO RATA

Job Category/Type

Non-teaching - Primary N.O.R. 55

Post details:

Required to start January 2018

Office Administrator – 20 hours per week, fixed term (term time only)

8:45am-12:45pm Monday – Friday

The Governors of Ireleth St Peter's CofE Primary School wish to appoint an Office Administrator to ensure the smooth and efficient running of our busy school office. There is also the opportunity to act as Clerk to Governors with an additional salary available. The position arises due the current administrator moving on for promotional purposes and is initially offered on a fixed term basis.

At Ireleth St Peter's, we pride ourselves on providing the very best for all children. We are exceptionally proud of the family community we have developed and therefore, we are looking for an energetic, passionate, organised and enthusiastic Office Administrator. The successful candidate would be responsible for a wide range of office and financial duties therefore contributing significantly to the smooth running of our school. The ability to work flexibly, use your own initiative and multi-task is essential. It is also important that all visitors are made to feel very welcome when entering our school.

Ireleth St Peter's CofE Primary School is fully committed to safeguarding the welfare of all its pupils and staff. The position will be subject to an enhanced DBS check and excellent professional references.

Application forms are available from the Cumbria County Council Website and further information can be found on the school website www.irelethst-peters.cumbria.sch.uk. A letter of application should be included to supplement the application form.

Closing Date: Thursday 30th November 2017, 4:00pm

Shortlisting: Friday 1st December 2017

Interviews: Thursday 7th December 2017