**School Administrator**

***William Hildyard Church of England Primary and Nursery School, Godsey Lane, Market Deeping PE6 8HZ - A member of the Aspire Federation***

**Part-time, temporary for 1 year pending a review of the needs of the school - Required January 2025**

**Grade 4 9-12 (£25,183 to £26, 409 FTE)**

**32.5 hours per week, 39 weeks per year (term time only)**

The Executive Headteacher and Governors are keen to appoint a new administrator to join our happy, caring and very popular school.

The successful candidate will let their light shine by having a can-do attitude, demonstrating motivation, enthusiasm and having a high set of standards which enables them to:• Represent the school in a positive and professional manner, remaining calm under pressure.  
• Demonstrate an efficient, professional approach and the ability to set up processes, systems and databases quickly.  
• Manage the school office, including meeting diary management; supporting with staff absences, pupil attendance records and safer recruitment.  
• Promote the highest standards of business ethos within the administrative function of the school.  
• Communicate effectively with a variety of stakeholders such as parents/carers and outside agencies, including taking responsibility for sending out all electronic communications  
• Work on several administration tasks and be able to switch between them, showing the ability to prioritise workload.  
• To support the School’s Leadership Team when needed.  
• To assist with other areas within school when needed.  
  
Please refer to the Job Description and Person Specification for more information to ensure your suitability for the position.The successful candidates will have:  
  
• Previous experience of working in a school role (desirable)  
• Excellent standard of literacy and numeracy  
• Strong IT skills including use of MS Office - Word and Excel are essential.  
• Ability to communicate effectively with children, staff, parents and visitors to the school.  
• Be reliable, flexible, organised and able to prioritise work.  
• Team player with initiative, great interpersonal skills and committed to bringing the school and our Federation vision and values to life **Closing date for applications: Monday 2nd December 2024  
Interviews will take place: Wednesday 4th December 2024**

Commitment to safeguarding

The Aspire Federation and our schools are committed to ensuring the highest levels of safeguarding and promoting the welfare of children, and we expect all our staff and volunteers to share in this commitment. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check will be completed for all applicants.

*Fluency Duty*

*In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.*

All shortlisted candidates will need to verify their eligibility to work in the UK at interview.

Applicants are welcome to visit the school before interviews. Please contact the school to make an appointment. If you have any queries please telephone Mrs Welch, School Bursar.

Telephone (01778 343119)

Email: [enquiriesWH@aspire.school](mailto:enquiriesWH@aspire.school)

Website <http://www.williamhildyard.lincs.sch.uk/>.

Applications should be returned for the attention of Mrs L Martin, Executive Headteacher, at the school postal address or via email.