

Job Title:	Business Administrator
Salary	Grade C (Pro-rotta salary £22 599 - £23 323)
Contract:	Permanent
Hours	Full time 38hrs / 39 weeks (Open to part time / job share)
Location:	St Luke's Church of England School

This is a fantastic opportunity for a dedicated and enthusiastic administrator to join our friendly and supportive Business Support team. At St Luke's, we value collaboration and have clear systems in place to help staff work efficiently and effectively. We are committed to ongoing professional development, offering regular training opportunities and support to help you grow and succeed in your role.

We would welcome conversations about flexible working before/at interview, please contact Kerri.Moore@stlukescofe.school

St Luke's is an ambitious and inclusive Church of England school, dedicated to ensuring that all students live life to the full. Our vision is underpinned by five core values: showing respect; being inclusive; giving hope; achieving your best and taking responsibility.

Full details and an application form can be downloaded here:
<https://www.tedwraggtrust.co.uk/vacancy>

Closing date: Monday 22nd September 2025

Interview date: W/C 22nd September 2025

We reserve the right to withdraw this job advert or may close it early if sufficient applications are received. Please apply for this job as soon as you can, if you are interested

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child Protection Policy. All appointments will be subject to a number of safeguarding checks including an enhanced DBS check.

We are part of the Ted Wragg Trust, an **ambitious** and **inclusive** trust of schools **strengthening our communities** through **excellent education**.