**Job Vacancy for**

**L3 Administrator for our Nursery and Extended Services Provision**

Required for after Easter start

Grade 6 – 8.45 – 3:30pm Mon-Fri

Term Time Only

The Governors of Albrighton are seeking to appoint a highly organised and competent Administrator to join our hard-working team. We are looking for a high-calibre person with financial and administrative experience who is flexible, highly motivated and appreciates the need for professionalism and confidentiality within a school setting.

They will be responsible for undertaking all administration and financial matters in Nursery as well as all other extended service provision i.e. Before and after school club and the lettings of our premises.

**We are looking for someone who:**

* is efficient, well organised and uses own initiative
* has excellent interpersonal skills with both adults and children
* has strong ICT skills
* has an ability to manage complex financial activities
* is calm under pressure
* is confident in a school setting
* has a sense of humour
* is keen to participate in the wider life of the school

**We can offer you:**

* The chance to make a difference to our school community
* Training and development opportunities
* Happy, well-motivated and caring children
* Friendly and supportive staff

Visits to the school are encouraged, and can be arranged by contacting the school office on 01902 372558. All applications should be returned directly to the school. Applications will also be accepted via email.

**Closing Date:** Monday 20th March – 9.00am; Interview Date: Friday 24th March

Julie Bratt

Head Teacher

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