



School Administrator

St Botolphs CEVCP School

JOB DESCRIPTION

- **St Botolphs CEVCP School, Back Hills, Botesdale, IP22 1DW**
- **Between £24,404 FTE (£12.65 an hour) - £25,183 (£13.05 an hour)**
- **18-22 hours per week, 39 weeks per year**
- **Part Time**
- **Permanent contract (possibility of more hours in future)**
- **Required from 1.9.25**

Following the retirement of the previous post holder, we are looking to appoint a permanent, part-time, **School administrator** to lead and support the day-to-day tasks of our busy school office. The successful candidate will provide general office support including answering the telephone and greeting visitors; will be involved in the managing of school resources, premises and liaising with the school staff and outside contractors to support the maintenance of the school premises.

You will:

- have a commitment to maintaining confidentiality and data protection
- have an understanding of the importance of safeguarding and child protection in a school setting
- have excellent organisational and time-management skills
- have strong written and verbal communication skills, with the ability to interact effectively with a range of stakeholders
- be proficient in the use of IT systems and software, including Microsoft Office and school-specific administrative systems
- have great attention to detail and accuracy in record-keeping and data entry
- have the ability to work collaboratively as part of a team and independently as required
- have flexibility and adaptability to respond to the changing needs of the school.

Training on school-based systems and processes will be provided.

For more information:

For an informal chat with Headteacher, **Mr Mark Cobbold** about the role or to arrange a visit to the school, please contact the school office on **01379 890181** or email admin@st-botolphs.suffolk.sch.uk

How to apply:

Please complete the application form.

We are proud of being a Local Authority school and are not part of a Multi-Academy Trust. St Botolphs is a Voluntary Controlled Church of England Primary School.



St Botolphs CEVCP is a small school (181 pupils) based on a spacious site with good facilities including a computer suite and library. Our last OFSTED inspection (May 2023) confirmed we continue to be a 'Good' school.

St Botolphs CEVCP is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. Please note that all applicants will be subject to online searches. The successful candidate will also be required to provide satisfactory references and undertake an Enhanced Check with the Disclosure and Barring Service.

Benefits of working for the school include being part of a well-supported team, continued training opportunities and enrolment to the Local Government Pension scheme.

St Botolphs CEVCP is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment in line with our Safeguarding Policy. This post is subject to an enhanced DBS and all relevant pre-employment checks.

Closing date: 22.4.25

Interview date: wk beginning- 28.4.25