

MOTTRAM ST. ANDREW PRIMARY ACADEMY

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Priest Lane
Mottram St. Andrew
Macclesfield
SK10 4QL

Headteacher: Miss J. Willerton BSc, MA, PGCE

SCHOOL ADMINISTRATOR VACANCY

Mottram St. Andrew Primary Academy is seeking to appoint an efficient and enthusiastic School Administrator to work 32 hours during term time. We are a small, one form entry school with a friendly, family atmosphere. The successful candidate will enjoy working as part of a strong team, where staff turnover is very low and everyone's role is valued.

The School Administrator role will consist of day to day school office administration and managing all aspects of pupil administration. Full details are available in the job description.

The core hours for this appointment are term time only, Monday to Thursday from 8.30am to 4.00pm, and Friday 8.30-12.30, 32 hours per week. However, we require some flexibility to occasionally stay later or swap a day to the school holidays, to meet the needs of the role.

Salary is NJC Pay Scale Grade 5 starting on SCP 12 (£28,598), Pro Rata. The actual salary for 32 hours, term time only is £20,793.

The start date is Wednesday 2nd September or as soon as possible after, if longer notice needs to be given.

If you have any questions about the vacancy please email: bursar@mottramacademy.org.uk.

Please note that we do not accept CVs.

Mottram St Andrew Primary Academy is committed to the safeguarding and welfare of children within our care, and expects all staff to share this commitment. Candidates will be subject to stringent enhanced checks and vetting procedures as part of the selection process.

The closing date for applications is Tuesday 14th July at 12.00 (midday). Interviews will be held on the morning of Thursday 16th July. We may invite candidates to interview before the closing date, but will consider all candidates received before the deadline.