



Penketh South Community Primary School + Nursery
Finley Avenue
Penketh
Warrington
WA5 2PN
Headteacher: Mrs Claire Lawton

Tel: 01925 726558

Role: School Administrator required with a focus on attendance

School: Penketh South Community Primary School + Nursery

Job type: Permanent

Hours: 20 hours per week term time (to be agreed)

Salary: Grade 4 (point 6– 7 £13.05 - £13.26 per hour)

We are seeking to appoint a friendly, highly motivated, enthusiastic person to join our school office team at the earliest opportunity. The successful applicant will support in the smooth running of the school office.

You will have a minimum of GCSE English and Maths Grade C or above or equivalent, and knowledge of Microsoft Office and the Arbor MIS system would be desirable. The ability to type and a confident, friendly telephone manner are essential, as is a flexible approach to your work. Experience of working in a busy school office environment would be an advantage.

You will be required to provide a high standard of customer service, as you will be frequently dealing directly with members of the public, visitors to school, staff and pupils. The successful candidate must also be able to act with confidentiality and discretion.

Please note that we are committed to protecting the children in our care and therefore the successful candidate will be subject to appropriate safeguarding checks, including DBS clearance.

For further details and an application form contact the school office on 01925 726558 or at office@penkethsouth.tcat.uk.com Application forms are also available from the school website.

Penketh South is a happy, thriving school with high standards and a hardworking team of practitioners. Applicants should be supportive of the school's ethos and team approach. We are also proud members of The Challenge Academy Trust (TCAT).

At The Challenge Academy Trust, we are building a culture that champions better work and working lives across the Trust; a framework to support and develop our workforce from 'hire to retire'. We are committed to providing a workload that is fair and reasonable, work environment where employee health and wellbeing are actively supported and promoted and structured personal and professional development.

Our staff offer also includes:

- Access to the Local Government Pension Scheme / Teachers' Pension Scheme.
- An Occupational Sick Pay Scheme (entitlements based on service).



- Access to TCAT+ our Reward & Wellbeing platform, including access to retailer discounts, a car lease scheme, discounted healthcare cash plan, cycle to work scheme and online resources to support physical, emotional, professional, financial and social wellbeing.
- Access to a comprehensive CPD framework through 'Education Connect', our professional development arm, and online resources from the National College'.

The Challenge Academy Trust is an equal opportunities employer.

Penketh South Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced disclosure by the Disclosure and Barring Service. Further details can be found on <http://homeoffice.gov.uk/agenciespublic-bodies/dbs/>

Closing date: Friday 17th January (9am)

Interview Date: Tuesday 21st January