



Senior Administrator

An opportunity has arisen for a Full Time Senior Administrator to join our established School office team at Riverside Primary School. If you are dedicated, enthusiastic, hard-working and a conscientious individual then we look forward to hearing from you.

The role will involve administering existing and new processes according to the school's administrative and organisational requirements and to also support the school office with front of house duties along with other general administrative/office duties.

Hours: 35 hours per week, 39 weeks per year, actual working hours 8.00am – 15.30pm

Pay: Grade 6, Actual salary £16,152.77

Person Specification: GCSE English and Maths, experience of working in a school setting is desirable. It is essential to have excellent administrative, organisational and communication skills along with well-developed computer skills particularly in Word and Excel.

Job description to follow

If you are interested in joining our team at Riverside Primary School and you require more information about the post please contact us via email primaryhr@lionhearttrust.org.uk

We look forward to hearing from you!

Closing date: 26th September 2022

Interviews: 30th September 2022

Please forward your completed application form to primaryhr@lionhearttrust.org.uk

Please note CV's WILL NOT be accepted.

For any queries about our vacancies please email office@riversideacademy.org.uk

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks, therefore, all posts are subject to an enhanced Disclosure and Barring Service check.

We welcome applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.



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Senior Administrator Person Specification

Essential	Desirable	How demonstrated
Experience of administrative work within an educational setting.		Application/Interview
Good spoken and written English and good communication and interpersonal skills.		Application/Interview
Experience of multi-tasking in a complex and demanding environment.		Application/Interview
Reliability and commitment to confidentiality.		Application/Interview
Self-motivated and enthusiastic	Line Management Experience	Application/Interview/Reference
Successful experience of working in a team.	An understanding of the context in which schools operate and of their accountability	Application/Interview/Reference
Ability to work on own initiative.		Application/Interview
Willing to undertake further training as required.		Application/Interview



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Ability to respond positively to ALL the users of the Academy.		Application/Interview/reference
Flexible working times		Application/Interview/reference
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations		Application/Interview/reference
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010		Application/Interview/reference