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| **Employer** | Tudor Grange Primary Academy St James |  |  |
| **Working Pattern** | 8.00 am to 3.30 pm Monday - Friday , Term Time Only |  |  |
| **Salary** | SCP 3 (from £18065 pro rata - dependent upon experience) |  |  |
| **Location** | Tudor Grange Primary Academy St James, Halifax Road, Shirley, B90 2BT | | |

Applications are invited for the position of School Administrator at Tudor Grange Primary Academy St James, commencing September 2019.

We are looking to appoint an enthusiastic and motivated person to join our administration team within this successful Primary school. Applicants will be required to have excellent communication skills, the ability to work within a busy office environment as part of a team who is work focussed and flexible. It must be stressed that confidentiality must be maintained at all times.

Closing Date for Applications: Monday 15th July 2019 at 4pm

Interviews will take place for shortlisted applicants on Thursday 18th July 2019

Please download and complete the application form from the website and email this with a covering letter to [office@stjames.tgacademy.org.uk](mailto:office@stjames.tgacademy.org.uk)

The recruitment process is robust in seeking to establish the commitment of candidates to support the school’s measures to safeguard children and to identify, deter or reject people who might pose a risk of harm to children or are otherwise unsuited to work with them.

The successful applicant will be required to undertake an Enhanced DBS check. All applications will be considered on their merit and the post will be offered subject to the usual health and criminal record clearance. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.