

Whinney Banks Primary School
Fakenham Avenue
Middlesbrough
TS5 4QQ
Tel: 01642 817713
Website: www.whinneybanks.org.uk
Email: office@whinneybanks.org.uk

School Administrator Level 3 Grade F (Part time)

Head Teacher:	Mrs S Thorpe
Salary:	£17,493 - £18,200 (annual)
Hours:	36 hours based on 8.15am - 4.00pm term time only plus 5 days
Contractual Status:	Permanent
Numbers on roll:	400 + 39 place Nursery (plus 2Y0 setting)
Required from:	As soon as possible

We are seeking to recruit, to start as soon as possible, a suitably qualified and experienced administrator to join our admin team in this busy and successful school. The successful candidate will be responsible for day to day administration (e.g. keeping staff records up to date including overtime, payroll and sickness records; organising and recording regular building maintenance including health and safety services and risk assessments; managing various electronic records; producing letters and reports; website management etc.) as well as other duties including dealing with children, parents, visitors, contractors and Local Authority personnel.

The successful applicant will be:

- Highly organised and able to demonstrate good knowledge of administrative systems;
- Experienced and confident in the use of ICT;
- Able to stay calm and maintain a sense of humour under pressure;
- A good team player;
- Able to form excellent relationships with staff, parents and children;
- Flexible and adaptable;
- Thoroughly professional, understanding issues of confidentiality and the need to protect the welfare of children.

Experience with the SIMS database and financial management would be an advantage.

We can offer a very supportive staff and a busy and rewarding working environment.

For further information, please contact the head teacher. **Application form, Job Description and Person Specification are available from the school website:** www.whinneybanks.org.uk

Visits to the school are very welcome. Please contact us on the number above to make an appointment.

Whinney Banks Primary School is committed to the safeguarding of all children and rigorous child protection procedures are in place to which all staff must adhere. All posts are subject to an Enhanced DBS clearance.

Closing date: 12:00 noon Friday 15th July 2022