

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

Senior Administrator

Head Teacher: Mrs S Thorpe
Salary: Grade H
Hours: Term time plus 5 days.
Contractual Status: Permanent
Numbers on roll: 405 + 39 place Nursery (plus 2Y0 setting)
Required from: Summer term 2023

We are seeking to recruit an energetic, effective and suitably experienced Senior Administrator with excellent people skills.

The Senior Administrator plays a key role in organising and supervising administrative systems within the school. They will contribute to the planning, development and monitoring of all support services and management of office support staff.

We offer a very supportive staff and an exciting and stimulating environment.

The successful applicant will:

- have relevant qualifications and suitable experience;
- demonstrate excellent interpersonal skills;
- be an enthusiastic team player who is adaptable, flexible and well organised;
- be prepared to make a distinctive contribution.

For further information or an informal discussion about the post, please contact the head teacher. **Application form and Job Description are available from the school website:** www.whineybanks.org.uk

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 24th March 2023