**School Administrator**

Location: Hutton Rudby Primary School, Doctors Lane, Hutton Rudby, Yarm. TS15 0EQ

Grade E, SCP 6-8

Salary Range – £ 17077.15 – 17766.38 pro rata

Vacancy Hours – 37.5 hours per week (Mon to Fri) 8am – 4pm

Contract – 6 months in the first instance covering long-term sickness absence

Closing Date: **Monday 2nd August at 12 midday.**

Interview Date – TBC

Details

Hutton Rudby Primary School

Doctors Lane

Hutton Rudby

Yarm

TS15 0EQ

Required – as soon as possible

The Governors are looking to appoint a suitably qualified administrator to cover the school office in the sickness absence of our existing office administrator. This is an in initial 6 month contract.

Whilst the post has routine duties, the applicant must be flexible in approach to working to deadlines and manage the work related pressures of helping to run the school administration.

Applicants must be computer literate with proven experience of Microsoft Excel and Word. It would be most advantageous if applicants have knowledge of the SIMS, Parent Pay system and knowledge of the management of the Single Central Record. The post involves regular handling of cash, procurement and daily routine administration duties.

As the applicant will provide secretarial support to the Head Teacher, a high degree of confidentiality is essential.

We are looking for an enthusiastic, welcoming individual with a good sense of humour. Excellent communication with all stakeholders (parents, pupils, teachers, governors) and being a team player working across disciplines is also necessary.

For further details, please read the job description and person specification on our website [www.huttonrudbyprimary.co.uk](http://www.huttonrudbyprimary.co.uk) and if you would like to apply please complete the application form (also on our website) and return to Hutton Rudby Primary School, Doctors Lane, Hutton Rudby, Yarm TS15 0EQ or alternatively email to [admin@huttonrudby.n-yorks.sch.uk](mailto:admin@huttonrudby.n-yorks.sch.uk)

Visits to school are encouraged and will be carried out on an individual one to one basis. For further information or to make an appointment to visit, please ring the school office on 01642 700203.

Closing date for applications: Monday 26th July 2021 @ 12 noon

Interview date: TBC