

School Administrator

Dudley House School, 1 Dudley Road, Grantham, Lincs. NG31 9AA

Required: 19½ hours a week, term time only (38 weeks a year), to start as soon as possible.

Monday and Wednesday 08:30 to 12:05pm

Tuesday and Thursday 8:30 to 3:40pm

Part time, initially for one year.

We are seeking to appoint a school administrator who has a friendly disposition and excellent people skills, as well as being a highly organised, reliable and experienced professional who is flexible and has the ability to work with the minimum of supervision.

The general responsibilities will be the day to day running of the school office, dealing with enquiries (from pupils, parents, the general public, internal and external organisations), supporting the headteacher and staff in operating an efficient and effective service as an administrative and financial manager for the school.

Applicants should be of smart appearance with excellent communication skills, together with a sound knowledge of Microsoft applications including Word, Excel and Outlook. They should have excellent literacy and numeracy skills, have a solid administration background and knowledge of accounting procedures. Training will be provided for the schools accounting software.

If you would like to join our friendly, hardworking team in this happy school environment, please download an application pack from the school website:

<http://dudleyhouseschool.co.uk/about-us/job-vacancies>

Visits to the school are warmly welcomed.

E-mail: headteacher@dudleyhouseschool.co.uk Telephone: 01476 400184

Closing date: Noon on Friday 24th August 2018.

Interviews will take place the following week.

Dudley House School is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment.

All appointments are subject to a satisfactory enhanced DBS check and other employment checks.