



DUDLEY HOUSE SCHOOL

1 Dudley Road, Grantham, Lincs. NG31 9AA

Tel / Fax: 01476 400184

School Administrator Vacancy

Thank you for your enquiry regarding the vacancy at our school. Dudley House School is a small independent school for pupils aged between 3 and 11. It is a caring, Christian school that provides outstanding care for its pupils.

The school is located near the centre of Grantham. It was established in 1970 by the Seventh-day Adventist church to provide Christian education in Grantham and the surrounding area. Some of the pupils attend the local church while the majority come from other faiths and backgrounds. The school is run and operated by the Seventh-day Adventist church and staff working at the school support and promote the Christian ethos in all aspects of school life.

School Administrator – Part time

The position of School Administrator is part time during term time for 19½ hours a week. It will involve working 2 mornings and 2 full days each week, from Monday to Thursday for 38 weeks a year. The position involves 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 by; preparing letters and reports, maintaining records, buying and selling uniform, cash handling, processing orders and invoices, paying suppliers, preparing financial reports, budget monitoring etc.

A detailed job description and person specification is enclosed outlining in more detail what the successful candidate will be required to do and the skills we are ideally looking for.

Salary: £7,618.12 to £9,926.64 per annum plus pension

If you would like to join the friendly and caring staff at this school, please complete our school's application form and return it to the school by 12 noon on Tuesday 22nd September 2020.

If there is any further information that you require or would like to visit the school, please feel free to contact us.

We look forward to receiving your completed application form for this vacancy.

Yours sincerely

Jenny Johnson

Headteacher

**'Dudley House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
This post is subject to an enhanced disclosure and barring check.'**