



# DUDLEY HOUSE SCHOOL

1 Dudley Road, Grantham, Lincs. NG31 9AA

Tel / Fax: 01476 400184

## School Administrator Vacancy

Thank you for your enquiry regarding the school administrator vacancy at Dudley House School. We are delighted to provide you with further details about this exciting opportunity.

### About Dudley House School

Dudley House School is a small independent school located near the centre of Grantham, catering for pupils aged between 3 and 11. As a caring, Christian school, we are committed to providing outstanding care and education for our pupils. Established in 1970 by the Seventh-day Adventist Church, we aim to offer Christian education to children in Grantham and the surrounding area. While some pupils attend the local church, the majority come from various faiths and backgrounds. Our staff support and promote the Christian ethos in all aspects of school life.

### Position: School Administrator – Part-Time

- **Working Hours:** 19½ hours a week during school term time, involving work on 3 mornings and 1 full day each week (Monday to Friday) for 38 weeks a year.
- **Responsibilities:** The role involves managing the day-to-day operations of the school office, dealing with enquiries, and liaising with pupils, parents, staff, and other organisations and other administrative tasks. You will create and manage information relating to finance, pupils and staff, ensuring all information is accurate and up to date and deal with correspondence. Additionally you will be responsible for the financial management processes for the school including, processing invoices and orders, cash handling, paying suppliers, budget monitoring, reconciling accounts, resolving issues, and preparing financial reports.
- **Salary:** £10,124.87 to £13,193.02 per annum, plus pension.

A detailed job description and person specification, which outline the skills and requirements for the successful candidate, can be found on the school website.

### Next Steps

If you are interested in joining our friendly and caring staff, please complete the school's application form and return it to [headteacher@dudleyhouseschool.co.uk](mailto:headteacher@dudleyhouseschool.co.uk) by 5 pm on Wednesday 29th January 2025.

Should you require any further information or wish to visit the school, please feel free to contact us. We look forward to receiving your completed application form for this vacancy.

Thank you once again for considering Dudley House School as your potential workplace.

Yours sincerely

*Jenny Johnson*

Headteacher, Dudley House School

**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 a satisfactory enhanced DBS check and other employment checks.**

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Website: [www.dudleyhouseschool.co.uk](http://www.dudleyhouseschool.co.uk)

E-mail: [headteacher@dudleyhouseschool.co.uk](mailto:headteacher@dudleyhouseschool.co.uk)