



School Administrator (Part time, fixed term)

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

Required: 19½ hours a week, term time only (38 weeks a year), starting March 2025.

Join our friendly team at Dudley House School, a small independent school for children aged 3 to 11. With a warm, family-friendly atmosphere, we pride ourselves on a happy school where dedicated staff work closely together in a caring Christian environment.

We are seeking a part time **School Administrator** to join our team on a fixed-term basis, starting in March 2025. The School Administrator will play a key role in managing the day-to-day administrative and financial functions of the school. The position is initially until the end of the summer term, with the possibility of becoming permanent.

This position requires excellent organisational skills, attention to detail, and the ability to communicate effectively with staff, students, and parents. This role is perfect for someone with a friendly disposition and excellent people skills, who is also highly organised, efficient, reliable, and experienced in administration and financial management.

General responsibilities include:

- Ensuring the smooth and effective running of the school office.
- Dealing with enquiries and liaising with pupils, parents and staff.
- Creating and managing information relating to finance, pupils and staff.
- Performing a range of financial management processes for the school including invoicing, processing orders, resolving issues, budget monitoring, reconciling accounts and handling cash.
- Providing personal, administrative and organisational support.

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 sound knowledge of accounting procedures, be flexible and able to work with the minimum of supervision. Training will be provided for the school's accounting software.

If you would like to join our friendly team, please download an application pack from the school website: <https://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: Wednesday 29th January 2025.

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.