

**Job Title: Primary School Administrator**

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| **Job Title:**  | Primary School Administrator |
| **Location** | HFCMAT – Our Lady of Pity Primary School |
| **Responsible To:**  | Headteacher |
| **Salary Grade:** **Contract:** | Band D 6-7 £19,698 - £20,092Fixed Term Contract – 15 hours per week, 38 weeks per year |

Our Lady of Pity RC Primary School, a Voluntary Academy, is seeking to appoint an enthusiastic administrator to carry out a range of office and receptionist duties to support the smooth running of a very busy school. Candidates should have excellent interpersonal and communication skills and enjoy working with young people. Experience of using Arbor and Microsoft Office would be an advantage. An understanding of confidentiality around pupils' data is essential. The successful candidate will have excellent organisational skills and will be able to demonstrate the ability to work autonomously.

This is a fixed term position, 38 weeks per year. The working hours are 15 hours per week.

**Working hours: Monday to Friday, 14.00 - 17.00, with some flexibility to be negotiated.**

**Closing date for applications is Friday 3rd December 2021, 12.00 midday.**

**Start date: as soon as possible.**

Our Lady Of Pity RC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a requirement for the successful applicant to undertake a school issued Enhanced DBS check.

For further details please see the documents attached to this advert or our website [www.olopschool.co.uk](http://www.olopschool.co.uk) under the vacancies section. All applications should be made on the CES application form – CVs are not acceptable.

Please submit your application electronically to recruitment@hfcmat.com.