

School Senior Administrator

Short Heath Federation

(Lane Head Nursery, Rosedale CofE Infant School and Short Heath Junior School)

G4 £18,319 - £20,541 Pro-Rata to hours worked.
32.5 hours. Actual Salary from £9.94 per hour
Term time only

This post is to support the general administration of the federation with particular focus on finance administration functions.

The post holder will support and work closely with the Federation Business Manager in providing a high level of financial and administrative service to the school and its stakeholders.

We are looking for someone with excellent inter-personal and organisational skills, a high level of oral and written communication skills and a flexible approach, with the resilience to work effectively under pressure. Based mainly at Rosedale and Short Heath, and working under the guidance of the Federation Business Manager you will be responsible for undertaking administrative and organisational processes and undertaking complex financial procedures across the federation. Competence and confidence in word processing and excel are essential.

If you enjoy working in a busy environment, and can bring enthusiasm and energy to this role we want to hear from you.

If you can see yourself being part of our team, you can download an application pack from our website - www.shortheathfederation.org.uk . We would love you to come and see what life is like here -telephone the school office on 01902 368499 or 01902 368910 to book a tour.

Short Heath Federation is an equal opportunities employer; we follow safer recruitment procedures.

Closing date for applications is 12.00 NOON on Monday 24th September

Applications are returnable via email to admin@shortheathfederation.org.uk
Interviews will be conducted on Friday 28th September