

Brompton-Westbrook Primary School

Kings Bastion, Brompton, Gillingham, Kent. ME7 5DQ

School Administrator

NJC Grade D2 – Salary: £17,173- £20,541 per annum, pro rata

Hours: 37 hours per week, term time only

Brompton Westbrook Primary School is a popular and successful school and is part of The Westbrook Trust. We are a National Support School. We are a large 3-11 Primary School set in a semi-rural location, less than five minutes from the Medway tunnel.

The governors wish to appoint a permanent school administrator.

The successful candidate will have:

- at least a level 3 qualification in administration or secretarial skills
- an appropriate level of numeracy & literacy skills
- a good knowledge of SIMs (or other management information systems)
- a good working knowledge of Word and Excel
- an excellent level of communication skills both with adults and young children
- at least one year's relevant experience of working in a school or similar setting
- a basic knowledge of first aid

We can offer:

- an experienced and motivated team
- a highly supportive leadership team
- a well-resourced and spacious working environment
- additional staff development opportunities
- wonderful children, who are eager to learn
- a school community committed to raising progress and attainment

Informal visits are warmly welcomed. To arrange a visit or to request an application form please contact Tara Barnes on 01634 844152.

The closing date for applications is 23rd November 2018 at 12pm

Interviews will be held on 29th/30th November 2018

Please submit application forms to bromptonfinance@thewestbrooktrust.org

This school is committed to safeguarding and promoting the welfare of children and achieving equal opportunities and combating discrimination. Any offer of employment will be subject to references suitable to us and receipt of a satisfactory enhanced criminal records bureau (CRB) disclosure.