

**Hebden Royd CE (VA) Primary & Nursery School**

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· Aiming High Together ·



**School Administrator – Permanent Post**

**Scale 5, SCP22 – 25, £14,918.27 - £16,360.28**

**30 hours per week, Monday–Thursday, 8.00am–4.00pm, term time only + 5 additional days per annum**

The Governors are seeking to employ a School Administrator to start ASAP.

We have an exciting opportunity to appoint an enthusiastic, approachable, suitably experienced team player to join our Staff.

We are looking for a pro-active and experienced school administrator with outstanding organisational, inter-personal, financial and IT skills, able to promote positive engagement and good levels of communication with the local and wider community, particularly parents/carers and the church.

The successful applicant will be able to manage financial and administrative information systems within the school, ensuring that resources are used strategically and effectively to meet pupils' needs.

We have a friendly and supportive team of Staff and Governors, and happy, friendly and enthusiastic pupils.

For more information and an application form please download the documents.

**Completed applications should be returned directly to the school.** All applications will be considered however only those who are shortlisted will be contacted.

**Closing date: 24<sup>th</sup> January 2019**

**Shortlisting: 25<sup>th</sup> January 2019**

**Interviews to be held: 1<sup>st</sup> February 2019**

Hebden Royd CE (VA) Primary School is an equal opportunities employer and committed to safeguarding all its stakeholders. The successful candidate will be subject to a DBS check