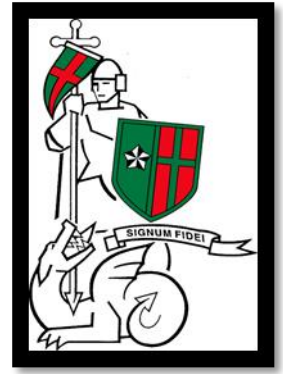


St George's RC Primary School YORK

*~ To Be The Best That We Can Be Together ~
Christ at the Centre*

SCHOOL ADMINISTRATOR
20 hours per week



Grade 4 £18,865 - £20,013, per annum pro rata

Required from September 2022

We are seeking to appoint an outstanding, conscientious and well organised administrator to work within an established school team.

The position involves providing support with the day to day management of the school office and administration duties.

The successful applicant will be required to work Monday – Friday 8:20 am – 1:20 pm

The ideal candidate would have

- Excellent administration skills
- Previous experience of MIS systems
- Office administration experience, outstanding communication, organisation and interpersonal skills
- The ability to work with initiative to meet the demanding requirements of the role within deadlines
- Excellent IT skills
- Good standard of education including maths and English

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This appointment will be subject to an Enhanced DBS check.

Candidates are required to apply on the attached SMCCAT application form and return via email to kmacdonald@smccat.org.uk

Closing date: Friday 20th May 2022

Interviews: Thursday 26th May 2022