



Executive Head Teacher: Mrs R Pavey NPQH  
Head of School : Mrs J Blackham

### **School Administrator**

**Salary: Band 4 SCP 6 (£17,208)**  
**Hours: 37 hours per week**  
**Term Time Only + 5 days (46.8 weeks)**

**Are you organised? Do you have very high expectations? Do you want to make a full contribution to children's learning as well as supporting staff in Mount Pleasant Primary School?**

We are looking to appoint a skilled, committed, enthusiastic and efficient administrator to join our vibrant, successful and supportive team.

The successful applicant for this post will be the "face of the school" and as such should always be polite, confident and efficient in receiving and distributing information delivered by telephone, email and in person.

The main requirements of the post are outlined below:

- Provide support to the Office Manager and Senior Leadership Team
- Dealing with all enquiries effectively, efficiently and politely
- Support school staff with routine financial and administrative tasks
- Other requirements as outlined in the job description

The appointed person should be creative, forward thinking and able to work as part of a team as well as using their own initiative to ensure quality support for staff within the school. The post will be based in the Mount Pleasant Primary School office however, the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

**Lingfield Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to DBS checks .**

**Application packs are available to be downloaded from the Trust and school websites. All completed application packs must be returned directly to the school at the above address or email and marked for the attention of the Mrs Ward, Office Manager.**

**Closing Date: 24<sup>th</sup> January 2020**  
**Interviews: 6<sup>th</sup> February 2020**