

Senior Administrator

Start Date:	September 2020
Position:	Full Time, Term time only
Annual Salary:	£21,589 - £23,836 pro rata (pay award pending)
Actual Salary:	£18,787
Hours worked per week:	37 hours per week (Monday - Friday)
Weeks paid:	45.25
Start time:	8.00 am
Closing Date:	9am 21/09/20 – but applications will be considered on a rolling basis and early application is encouraged
Interview Date:	TBC

The Bilingual Primary School is looking for an experienced Senior Administrator ideally with school experience to join its dynamic, enthusiastic and caring admin team.

The School offers an innovative Bilingual Education (English/ Spanish) in a primary setting with the aim of providing a love of learning through languages, please look at our website for a flavour of who we are: <https://www.bilingualprimaryschool.org.uk/>

The Senior Administrator will oversee the efficient running of the office, its systems, processes and procedures to ensure priorities are met.

Other duties include: external communications and liaison with stakeholders, oversee all processes and procedures for admissions, attendance and leavers, prepare and submit the school Census, housekeeping of data, maintain the website, school calendar and marketing as required, undertake HR pre-employment administration, ensure all First Aid processes and procedures are followed. The role is demanding, challenging and rewarding and will be an exciting opportunity for someone who enjoys working in a fast-paced and child-friendly environment. A knowledge of SIMS, competent use of Excel and school experience is highly desirable. As a bilingual school, the ability to speak Spanish would both be an advantage.

We have a clear commitment to safeguarding and promoting the welfare of children and young people. You will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service (formerly known as Criminal Records Bureau).

Please send your completed application form to office@bilingualprimaryschool.org.uk

For further information please call 01273 916212 or email: office@bilingualprimaryschool.org.uk.