



SCHOOLS OF ST ALPHEGE

Supply/Temporary Office Administrator at our Junior School
21 – 30 hours/week over 3/4 days term time only
Hours negotiable/ to be discussed at interview

Salary: Band B (22,737 - £23,500 pro-rata'd (pay award pending)

The role may also require the flexibility to work across the St Alphege CE Schools as required.

St Alphege Schools are very popular and happy schools. The Infant and Nursery School is located in the town centre with the Junior School short distance away on a separate site. We are looking to appoint a friendly, enthusiastic and versatile supply/temporary office administrator at our Junior School to share our high expectations for the future.

The Successful Candidate will:

- Have school or administration experience
- Be proficient in Microsoft Office to produce school documents and spreadsheets
- Ideally have experience in Arbor and/or Oracle
- Be hardworking and reliable
- Have a friendly attitude and be approachable
- Be self motivated and pro-active
- Be organised and enjoy working as part of a team
- Have a common sense approach and 'can do' attitude

CLOSING DATE: 10.00am Wednesday 11th September 2024

INTERVIEWS: w/c 16th September 2024

Offers will be subject to references.

Interested candidates should download the Job Description, Person Specification and Application form from My New Term. We are not able to accept CV's.

Applications should be made via the link: <https://mynewterm.com/jobs/104092/EDV-2024-SACEJS-68054>

Any questions can be directed for the attention of Mr. Smith, Executive Headteacher, St Alphege Schools.

Email: s81mbalthazor@stalphege.solihull.sch.uk

St. Alphege CE Schools are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. These posts are subject to an enhanced DBS disclosure with Children's Barred List Check, together with other relevant checks