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**CRANMORE INFANT SCHOOL**

**Northland Road, Shirley, Solihull,**

**West Midlands, B90 4SA**

**BAND C OFFICE ADMINISTRATOR**

**£25,992 - £28,624 pro-rated**

**Required as soon as possible**

**32.5 hours a week.**

We are looking to appoint an experienced, enthusiastic and highly motivated Office Administrator to join our friendly, hardworking school with a committed, supportive staff and enthusiastic children.

We are looking for someone who:

* Is enthusiastic, highly motivated and enjoys working as part of a team;
* Has well-developed administrative, communication and wider skills, which facilitate the smooth running of our School, including daily support for the Headteacher and SLT;
* Can efficiently manage and supervise all processes and procedures that are essential to the safe and strategic operation of our School;
* Is highly organised and is able to work under pressure in a busy environment;
* Can operate with complete discretion and confidentiality;
* Is happy to assist and support the staff, parents / carers and our children.

In return we can offer you:

* An exciting, forward-thinking school, with a committed, skilled and hard- working staff team;
* A very friendly and welcoming school community with supportive families, staff and governors.

The closing date for applications is Monday 13th January at 12 noon. We will only be contacting successful applicants.

Cranmore Infant School is committed to safeguarding and promoting the welfare of children and an enhanced DBS check will be required.