**Orleton C. E. Primary School**

Tel: 01568 780366

[www.orleton.hereford.sch.uk](http://www.orleton.hereford.sch.uk/)

**School Administrator – Level 2**

**Permanent-Variable contract**

**37.5 hours per week, term-time only**

**Salary £15,820 - £16,137per annum (as of November 2021)**

**Starting Spring Term 2022**

This is an exciting opportunity to join the team at Orleton C. E. Primary School. We are seeking to appoint someone with a fun, “can do” attitude to join our busy school environment. The post requires you to undertake a wide range of general school administrative tasks, independently and undertake the important role of being the first point of contact for the school. We are looking to recruit an individual with excellent organisational and interpersonal skills, is approachable and adaptable and attention to detail and accuracy is key.

The appointed post holder must have a commitment to the highest standards of professionalism. Applicants must be able to demonstrate confidence, creativity, determination, drive, empathy, resilience, reflectivity, sensitivity and great teamwork skills. The post involves interacting with adults, pupils and students, dealing with sensitive information and situations whilst demonstrating integrity and being able to problem solve, to meet the changing needs of the school. Orleton C. E.  
  
Orleton C. E. Primary School is committed to safeguarding and promoting the welfare and wellbeing of children and young people and requires all staff and volunteers to share this commitment. Any offer of employment will be subject to evidence of eligibility to work in the UK, an enhanced Disclosure and Barring Service (DBS), medical clearance and references that recommend the candidate without reservation.

Visits to the school are positively promoted by prior arrangement

Application forms and further details are available from:

Emma Jenkins, School Business Manager

Tel (01568) 760366 or email; [ejenkins@orleton.hereford.sch.uk](mailto:ejenkins@orleton.hereford.sch.uk)

Only shortlisted applicants will be contacted to arrange an interview

**Closing date:** Wednesday 24th November

**Interview Date:** w/c Monday 29th November