

Senior Administrator

TERM TIME ONLY plus 1 Week: 37 hours per week

GRADE 5

Start Date: 1/9/2018

St. Norbert's Catholic Primary School (Part of St. Therese Catholic Multi Academy Trust from September 2018) are seeking to appoint an enthusiastic and effective Senior Administrator based at St. Norbert's Spalding, Lincolnshire.

We are looking for a person who:

- Has excellent literacy, numeracy and ICT skills
- Able to multi-task and work under pressure
- Ability to analyse data.
- Commitment, flexibility and enthusiasm
- An effective team member
- Excellent interpersonal and communication skills

We can offer:

- Excellent career development within a positive team
- A welcoming, friendly and inclusive school
- A dedicated staff team
- Well motivated pupils
- A working community committed to staff wellbeing and a commitment to personal development

To book an appointment to visit the school and request an application pack please contact the school on 01775 722889 or send a request to Tanya.davies@st-norberts.lincs.sch.uk .

Completed application forms should also be returned to Tanya.davies@st-norberts.lincs.sch.uk by Friday 22nd June at 12 noon

Interviews: Week commencing Monday 25th June 2018

Start date: 4th September 2018

This school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Services. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment