

Moulton Chapel Primary School

Two posts: The successful applicants will provide the complete administrative services for our small rural primary school following the retirement of the present postholder. Training and support will be provided for both positions.

Senior Administrator/Clerk to Governors

Snr Admin: 32½ hours per week/term time plus 10 days (40 weeks)

Snr Admin: G5.12 rising to G5.15 = starting salary of £17,029.00

KNOWLEDGE AND SKILLS Essential: 3 years relevant experience in a similar role, computer literate, and key board skills. Desirable: Relevant NVQ Level

Clerk to Governors: G4.12 = £1,054.00

The **Senior Administrator** role will focus on the day-to-day functions of: pupil records management/attendance; admissions; ordering of goods and services; assisting with recruitment of staff and maintaining staff records; preparation of data returns as required by the Local Authority including Census and Workforce Census; liaising with contractors.

General office functions to include correspondence by letter, email, telephone and communication app.

The Clerk to Governors role primarily involves liaising with Chair and Headteacher re preparation of papers for the six meetings of governors through the academic year and attendance at the (evening) meetings to minute proceedings.

Finance Administrator

10 hours per week/term time plus 10 days (40 weeks)

G5.12 rising to G5.15 = starting salary of £5,240.00 p.a.

KNOWLEDGE AND SKILLS NVQ 2 or equivalent. Previous experience in similar position

The **Finance Administrator** role will focus on financial management: assisting the Headteacher in preparation of the school budget and monitoring it throughout the year; aiding the Governors in completion of the annual Schools Financial Value Standard; preparing reports for Governors on the school's finances; maintaining the School Fund account:

receiving and banking monies; reconciling online payments to the School Fund; processing salary claims and liaising with Payroll/HR at Local Authority.

Some general office duties may be required including correspondence by letter, email, telephone and communication app.

Both roles will require someone who has an adaptable and flexible manner and is able to communicate well being a welcoming face to pupils, parents, visiting professionals, contractors etc.

Extract from GLEA job descriptions: Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Applications are welcomed from candidates with experience of school administration and also from candidates with valuable experience from the business community.

Closing date for applications: Friday 22nd April 2022

Shortlisting: Monday 25th April 2022

Interviews to be held: Week commencing 3rd May 2022

Proposed start date for successful candidates:

Senior Administrator: Monday 6th June 2022

Finance Administrator: Week commencing 6th June 2022 – days to be agreed with HT on acceptance of position.