**Gayton Primary School**

**Administrator**

**Required**: As soon as possible

Band: D Hours: 25 hours per week.

Salary: £11,514.73 - £11,745.05

**Hours:** 8:30am – 1:00pm (Monday- Thursday) 8:30am- 4:00pm (Friday) with a 30 minute unpaid lunchbreak.

Term time only

We are looking to appoint a clerical/administrative assistant for our school office. We pride ourselves on the friendly ‘family feel’ of our school.

We would like you to:

* Demonstrate flexibility and initiative within this role and the capability to organise and manage priorities.
* Be a proven administrator/clerical assistant with experience of an office or school environment.
* The ability to communicate clearly and effectively at all levels, in writing and verbally.
* Be able to deal with parents in a calm and positive manner at all times.
* Be able to work and communicate effectively with all children, staff, parents and visitors. .

All applications for the post must be received by:

**Thursday 30th September 2021 at 12:00pm.**

Interviews will take place on **Monday 4th October 2021**

Gayton Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Appointments are made subject to an enhanced check with the Disclosure and Barring Service and a medical declaration.

All applicants will be considered on the basis of suitability for the post regardless of sex, age, race or disability.

Application forms for the above post are available online at www.wirral.gov.uk and also from the school office. Please return completed application forms to Mrs J McAleny Headteacher at the school address or email to schooloffice@gayton.wirral.sch.uk by the closing date of Wednesday 15th September 2021.