

# CALTON

## PRIMARY SCHOOL

School Administrator

**Part Time 20 hrs per week - 9.00am – 1.00pm Monday – Friday.**

**Term Time Only plus INSET days**

**Grade 3 starting scp 4 £23114 Ref CPS051**

Calton Primary School is a 2 and 3 form entry inner city primary school, with mixed age classes, we are incredibly proud of our school and the community in which it serves. We are seeking to appoint a school administrator to join our growing team.

#### Job Purpose

The School Administrator will be required to provide professional administrative and reception skills to the school to ensure that all stakeholders are welcomed and all administrative duties are managed to a high standard.

The Post Holder must adhere to all school policies including, but not limited to: Child Protection, Guidance for Safer Working Practice, Acceptable Use Policy and the schools Health and Safety policy.

The successful candidate should be someone who:

- Is a hardworking, resilient, and flexible individual
- Can work with high levels of integrity, discretion, and confidentiality
- Can build strong relationships with pupils, staff, parents and the wider community.
- Is flexible hardworking and positive.
- Is well organised and a team player.
- Is professional and willing to seek and act on advice.

As a school we can offer you:

- Great opportunities for professional development.
- Supportive staff, parents and Governors who are committed to making a difference.
- An inclusive school which is committed to developing the potential of every child.
- A positive community of parents and families.
- Welcoming staff who work together and are committed to the continuing development of the school.

#### Equal Opportunities

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within Calton Primary School.

#### Commensurate Statement

Undertake any other reasonable duties commensurate with the grade as determined by the Headteacher.

#### Child Protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

**Please do not send CV's as these will not be accepted.**

Visits to the school or an informal conversation regarding the position are welcomed, please email [admin@caltonprimary.co.uk](mailto:admin@caltonprimary.co.uk)

Please visit [www.caltonprimary.co.uk](http://www.caltonprimary.co.uk) to download the job information and an application form.  
Please follow the link on our website and complete the Recruitment Criminal Self Declaration.  
**Completed applications should be emailed to [recruitment@caltonprimary.co.uk](mailto:recruitment@caltonprimary.co.uk)**

Closing Date: **Friday 12<sup>th</sup> January 2024 at 9.00am**  
Interview Date: **Thursday 18<sup>th</sup> January 2024**

Shortlisted candidates will be notified by Friday 12<sup>th</sup> January 2024 at 5.00pm by email. If you do not receive a response, please assume you have been unsuccessful on this occasion but thank you for your interest in working with us. Please include the post reference number when applying.

**Our Values; Skills, Togetherness, Aspirations, Resilience and Success make us the STARS of Calton Primary School.**

**Calton Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This post will involve teaching, training and/or supervising children and therefore engages in related activity relevant to children and is subject to an enhanced DBS check including child barred list information. This post is exempt from the Rehabilitation of Offenders Act 1974. As part of our due diligence within safer recruitment, school will be carrying out online searches to help identify any incidents or issues which may need to be explored at interview. These searches will include, but will not be limited to, Facebook, Instagram, Twitter and Google.**

