



## St Nicholas C. of E. School

### School Administrator

#### Permanent position / term time only

**Grade 4, Spine Points 7-11, £20,092 - £21,748 pro rata**

**35 hours / week: 8.15am – 3.45pm**



St Nicholas CE Primary is a rural school situated in the village of Hurst in Berkshire, providing education for up to 140 children (aged 4-11 years) across 5 classes. Our aim is to provide all of our pupils with the best opportunities possible within a secure and happy environment. We have a very hard-working team of staff and governors and very supportive parents.

St Nicholas are looking to appoint a highly effective and dedicated School Administrator to join our friendly team. The ideal candidate will have excellent people skills and be able to present a professional, warm welcome to visitors, staff and children.

The role involves:

- Performing receptionist duties, warmly welcoming visitors and managing phone calls and emails
- Being responsible for managing the pupil database
- Completing statutory returns
- Undertaking admin and secretarial tasks such as managing bookings; newsletter distribution; e-mails; filing; school diary; parents' evening bookings



- Ensuring Health & Safety procedures adhered to e.g. fire evacuation; medicines; safeguarding; visitors; EVOLVE for school trips

The successful applicant should have:

- Excellent communication skills – both verbal and written
- Excellent organisational skills – able to prioritise workload
- Tact, diplomacy, confidentiality, a calm manner and sensitivity paramount to this post
- A high level of proficiency in Office 365 and ideally, experience of maintaining a pupil database
- Ability to deal with complaints and difficult situations
- Able to work independently but also as part of a team
- NVQ Level 2 (or equivalent) in Maths and English

As a member of The Keys Academy Trust, the successful applicant will have access to high quality professional development and career progression within The Trust.

Please visit our website [st-nicholas.wokingham.sch.uk](http://st-nicholas.wokingham.sch.uk) (vacancy section) for more information, job description and an application form.

Application forms should be sent to Nicki Weakford, Operations Manager [operations@st-nicholas.wokingham.sch.uk](mailto:operations@st-nicholas.wokingham.sch.uk)

Please do contact the school office for any further information on 0118 934 0727.

**Applications will be reviewed as they are received and interviews arranged accordingly.**

**Start Date: 1<sup>st</sup> September 2022**

***This school is committed to safeguarding and promoting  
the welfare of children and expect all staff and volunteers to share this commitment.***

*All appointments are subject to an Enhanced DBS disclosure and will need two strong references.*

***We welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.***