

VACANCY at St. Catherine's School

SCHOOL ADMINISTRATOR

**St. Catherine's School is looking for an administrator to work
Monday, Wed, Thurs & Friday 8-30 a.m. to 4-15 p.m.**

Plus Tuesday morning 8-30 a.m. – 12-30 p.m.

Term time plus non-pupil days

(39 weeks of the year).

Immediate start available.

St. Catherine's School at Heathfield has an opening for a permanent part-time School Administrator to fulfil a range of school administrative tasks. Main duties are to provide administration cover, undertake reception and telephone duties, maintain the pupil data-base, handle and reconcile cash, maintain financial records and general office and other associated school duties using DCC's software packages and systems, approximately 4.5 days per week. Immediate start available.

Candidates must be enthusiastic, committed and motivated with a friendly 'front of house' and telephone manner plus good written and verbal skills. IT proficiency is essential as the post involves daily use of Word and Excel together with various software packages. Knowledge of Devon County Council's SIMS, FMS, appropriate qualifications and previous school office experience is desirable.

Our school environment is busy and jobs vary enormously making flexibility and willingness essential. You will work alone for the majority of the week but also have the support of a part-time colleague. For full details please see the Post Information and other documentation attached.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.
A DBS disclosure is required for this post.

If you are an enthusiastic and skilled school administrator with a sense of humour and enjoy helping and welcoming children, parents, visitors and staff we look forward to receiving a completed DCC application form by noon on 28th October 2021.

**Please apply via [DCC application form](#) to
Mrs V. McCaig, Head of School, St. Catherine's**

Email your application to:

applications@st-michaels-pri.devon.sch.uk

Please look at the DCC Jobs Site where full details are shown.

Salary £10.41 per hour

(payable in equal monthly instalments)

CLOSING DATE noon 28th October 2021

We look forward to hearing from you.