

Administrator – School of Education

Scale 4: £23,628 - £24,927 per annum pro rata – (under review)

Permanent | Term Time + 2weeks | 35Hrs per week



St Paul's Way

Education • Foundation • Trust

St Paul's Way Trust School is seeking to appoint an outstanding Administrator- School of Education, who works with a calm, professional and approachable manner to facilitate the smooth running of the School of Education.

The main purpose of this role is to provide the School of Education with efficient, flexible and high quality administrative support. The role will involve creating and maintaining filing systems and databases whilst operating a variety of administrative processes and procedures, developing them as necessary.

The post holder will be expected to deal with internal and external queries in an efficient and effective manner, to support the specified school managers in the role of PA and to support the school in the organisation of events and meetings.

This opportunity has arisen due to the recent expansion of St Paul's Way Trust School.

To apply, please follow the link below:

<https://ats-stpaulsway.jobsgopublic.com>

Application closing date:

9:00am, Wednesday 18th December 2019

Interview date:

Friday 20th December 2019

Please note we do not accept CVs alone

St Paul's Way Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to undergo an enhanced DBS Check.

St Paul's Way Trust School is part of the

UST

University Schools Trust

