

## **School Office - Administrator – Starting September 2024**

**Salary: H3 £24,790 (approximately £12.50 per hour)**

We are looking to appoint an Administrator to join our busy school office. We can offer an exciting opportunity for you to join our friendly and supportive team. St Vincent de Paul Catholic Primary is a two-form entry school, overlooking Stevenage's Fairlands Valley Lakes.

The successful applicant will primarily be responsible for general administration tasks, including attendance and maintaining the management information system (Arbor). The post also includes booking school trips, swimming transport and one annual residential, as well as general reception, office duties, chasing debts and basic first aid.

The office team comprises of a morning Receptionist and Senior Administrator and the post is predominantly based in our School Office.

The hours of work will be 8.30am until 4.00pm (1 hour for lunch), 5 days per week (32 ½ hours per week), term time only plus one week: 2 days before the start of the autumn term + 3 other days taken throughout the year in school holiday period (39 weeks per year).

The ideal candidate will be fully proficient in clerical and administrative work, and preferably will have had at least six months experience of working in an administrative position.

We are looking for someone with excellent interpersonal skills and a friendly manner, as a key part of the role will be assisting at reception, dealing with parents, pupils and visitors to the school.

For a discussion about the post or to arrange a visit, please call Sally Lorimer (School Business Manager) on [01438 729555](tel:01438729555) or email [finance@stvincent.herts.sch.uk](mailto:finance@stvincent.herts.sch.uk). You can also get a good feel for the school by visiting our website ([www.stvincent.herts.sch.uk](http://www.stvincent.herts.sch.uk)).

The Governors and staff of St Vincent de Paul Catholic School are committed to safeguarding and promoting the welfare of children, young people and adults. Each successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check and other relevant checks following local and national protocols. References will be taken prior to interview and will be followed up rigorously.

**PLEASE ENSURE THAT YOU SUBMIT THE CES APPLICATION FORM (see documents)**