



**Job opportunity:**

Old Hutton CE Primary School, Old Hutton, Kendal



SIAMS Outstanding Church school

**Part Time Administrator – SS BS6, level A to B (£18,870 - £19,446 per annum, pro rata)**

Required from early November 2018 to work 6 hours per week in the office of our Outstanding church school. The Head teacher and Governors are looking to appoint a well-organised person to job share with our current School Administrator on 2 afternoons weekly (12.30-3.30pm, Tuesdays and Wednesdays). You would be the first point of contact for the school and ensure the smooth and efficient running of a busy school office. We are looking for someone who has the ability to work flexibly, be resilient, use their own initiative and multi- task. You should have excellent communication skills, a high standard of literacy and be proficient in the use of ICT. Knowledge of SIMS and/or previous experience working in school admin would be helpful.

For further information, including an application form and detailed job description, please contact the office, email the school: [admin@oldhutton.cumbria.sch.uk](mailto:admin@oldhutton.cumbria.sch.uk) or download from our website. Old Hutton CE School is committed to safeguarding its staff and pupils and the successful applicant will be appointed on completion of an enhanced DBS check. Applicants are warmly welcomed to make an appointment to visit the school.

**Closing date for applications: by 12pm on Friday 2<sup>nd</sup> November.**

**Interviews should be held on Monday 5<sup>th</sup> November.**