



Administrator - Whinstone Primary School

Salary: SCP 9-12 (£17,702 – actual salary (pay award pending))

Term Time Only + 2 days, 37 Hours per week

Whinstone Primary School is a highly successful primary school based in Ingleby Barwick, Stockton on Tees. We have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents

We seek to appoint a School Administrator to provide administrative support for the school, reporting to the Office Manager. The position is permanent and is available immediately.

With an NVQ level 3 or equivalent in a relevant discipline and previous clerical/administrative experience, you should have good communication and IT skills. The school's management information system is SIMS and we use ParentMail as our main method of communication with parents/carers.

Your key responsibilities will include:

- Dealing with phone calls and enquiries from pupils, parents/carers and staff
- Greeting visitors to the school
- Issuing communications via ParentMail
- Maintenance of school information systems
- Production of school data returns
- Assisting with the arrangements for school trips and visits
- Attending Parent/Open Evenings, as required
- Providing general administrative support for the school

For an informal discussion about this post, please contact Lorraine Wood, Office Manager on 01642 750318.

Whinstone Primary 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 applicants will need to undertake a DBS enhanced clearance.

For further information about the role and to download an application form, please visit www.whinstone.org.uk and send your completed application to:

Mrs D Harrison, Trust HR Officer, Vision Academy Learning Trust, C/o Whinstone School, Lowfields Lane, Ingleby Barwick, Stockton on Tees. TS16 0LA or email to: vacancies@valt.org.uk

Closing date: Friday, 26th November 2021 at 8.30 am, Interviews will be held: W/C 29th November 2021