



## **Job Advert: Hawes Primary School Administrator**

**Position:** Primary School Administrator

**Job type:** 1 year fixed term (in the first instance)

**Hours:** 30 hours per week, term time only

**Salary:** Grade C/D 24,027-25,183 pro rata

**Closing Date for applications:** 9 am, 2<sup>nd</sup> April 2025

**Start Date:** 6<sup>th</sup> May 2025

**Location:** Hawes Primary School

### **About Us**

Hawes Primary School is looking to recruit a dedicated and highly organised School Administrator to join our team. This role is an exciting opportunity to support the smooth operation of our school, working closely with staff, pupils, parents, and the wider Trust. If you have strong administrative skills, excellent communication abilities, and a passion for education, we would love to hear from you.

### **Role Overview**

As a Primary School Administrator, you will play a key role in supporting the day-to-day operations of the school. This role will involve managing office tasks, handling communication with staff, parents, and visitors, and providing administrative support to ensure our school runs efficiently and effectively.

If you are interested in joining our school community, please contact the school office for further information on 01969 667308 or [hawes@ycatschools.co.uk](mailto:hawes@ycatschools.co.uk)

**The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Applicants will require an enhanced DBS from the Disclosure and Barring Service before the appointment is confirmed.**