

Malvern Primary School

"Bringing out the best in children"

Willoughby Road | Huyton | Knowsley | L14 6XA

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ADMINISTRATOR LEVEL 2 SCP 7-11

35 hours per week / 46 weeks per year - 8.30am to 4.30pm

12 month temporary contract

To commence: Tuesday 6 June 2023

The governors of Malvern Primary School wish to appoint an enthusiastic, welcoming, and caring individual, who can provide general clerical support to our busy school office.

The role will involve reception duties, maintaining and inputting data on SIMS, answering routine telephone and face to face enquiries, photocopying, signing visitors in and out, producing standard documents from school IT systems and general day to day duties of a busy school office.

The successful candidate will:

- Work under the direction of the Business Manager, as required, to provide general, administrative, and financial support
- Have the ability to use a range of technology, ICT skills and experience using Microsoft Office & SIMS
- Have experience of working in a school office or similar setting
- Possess the required skills and attributes in the job description
- Be professional and friendly, highly organised, self-motivated, and able to successfully prioritise
- Work collaboratively and positively with all the staff within the ethos, vision, and values of the school

The school can offer a warm, welcoming, and friendly working environment with a highly supportive team. Malvern Primary School is committed to safeguarding, to promoting the welfare of children and adhering to the Equality Act 2010. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996 (as amended by S147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK.

Completed application forms should be forwarded to the Business Manager at malvern@knowsley.gov.uk

By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2022.

Closing date: 12th May 2023

Shortlisting: 12th May 2023

Interviews: 15th May 2023



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