

# St George's School

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Headteacher: Carl Messer BA(Ed)Hons NPQH



Spring 2024

## Career Opportunity

**Position :** School Office Administrator  
**Contract :** Permanent and Part Time Position  
**Required :** As Soon As Available

Our school community is seeking to appoint an excellent administrator to join our elite team of professional colleagues. The successful candidate will provide outstanding standards of administration support and student care. They will exude the positive culture that makes our school so special, and be an outstanding team member.

This position is for one day a week (currently Wednesdays) with the opportunity for additional shifts to cover absent colleagues. Full training will be provided, but a history of successful customer facing support is essential.

We will offer:

- An ambitious and forward-looking community
- A very supportive and dedicated team of professional colleagues
- The opportunity to improve systems that have a direct impact on organisational effectiveness and the lives of young people
- A team philosophy requiring adaptation and constant improvement

We are seeking an excellent administrator with:

- A proven record of effective administration skills and attributes in practice
- Integrity, professionalism, energy and initiative
- Highly effective communication skills with a range of stakeholders
- A friendly and caring nature, focussed on supporting children's health and wellbeing
- An adaptable nature and growth mindset, adjusting to changing needs within the administration team

Visits to the school are warmly welcomed and encouraged. Applications must be accompanied with a full and detailed personal statement exemplifying your skillset, experience, and how the requirements of the post will be achieved.

*St. George's School is committed to safeguarding and promoting the welfare of children and expects all persons at the school to actively share this commitment. All appointments will be subject to a DBS clearance, medical checks and satisfactory references.*

Visit [www.essexschoolsjobs.co.uk](http://www.essexschoolsjobs.co.uk) for more information, and to make applications.

Closing Date for Applications: Friday 24<sup>th</sup> May 2022 at noon