

St George's School

Canterbury Road, Colchester, Essex CO2 7RU
contact@stgeorgesschool.org
Telephone 01206 506800
Headteacher: Carl Messer BA(Ed)Hons NPQH



Summer 2024

Administrator Appointment : Permanent Part Time

Dear Applicant,

Welcome to St George's School

I am writing to thank you for your interest in the post of 'Administrator' at St George's School.

We are seeking an excellent administrator to join our team on a permanent, part time basis. Within this pack we have included background information about the person we are looking for, the post itself, and about the school.

St George's is a 'good' school. With a team of almost 100 employees, we are a positive and supportive team who work together to provide the best service possible for our young people.

We are keen to appoint an administrator to support our team. Working one day a week, this role will involve supporting our administration service, currently each Wednesday from 8:30am to 4:30pm. The postholder will also be offered additional hours to support any absence of colleagues.

The successful applicant will be an excellent administrator, and be able to adjust and change their role over time to meet the changing needs of the team. They will offer care and first aid for children who are ill or injured, be a first point of contact at the school, assist in organising day to day events and monitor the attendance of students. Working in a team of five, across a split site school, the post is term time plus some training days (ordinarily 7.5 hours per week).

I believe that this is a wonderful opportunity for a highly successful administrator who wishes to be part of something truly exciting in Colchester. I look forward to receiving your completed application and invite you to contact us if you would like to discuss any aspect further, or to tour the school.

Yours, Carl Messer (Headteacher)

Contact : team@stgeorgesschool.org

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 an enhanced DBS clearance, employment checks and satisfactory references. All applications must be accompanied by a full personal statement exemplifying how the candidate meets the requirements of the post and the personal specification.