



Hartest Primary School

Hartest Church of England Primary School
The Row, Hartest, Bury St Edmunds, Suffolk. IP29 4DL



Tel: 01284 830343

Email: admin@hartest.suffolk.sch.uk

“Inspiring – Nurturing - Caring”



Advert for the position of School Office Administrator

Job Title / Post: School Office Administrator

Responsible to: Executive Headteacher / Head of School

Salary Range: Grade 3 point 4 £23,114 to Grade 3 point 9 £25,979

Hours: 37 hours weekly, 8.30am to 3.30pm (Monday 8.30 to 5.30pm)

Contract: Permanent; term-time, 39 weeks per year

Are you looking for a varied administrative role where no two days are the same?

Are you confident with computer systems?

Are you well organised?

Are you good with people?

If so, this could be the role just for you.

We are looking for a special individual to join our primary school to provide reception and administrative support including some financial procedures. The job involves communication with parents, pupils, school staff and suppliers so previous experience of working in an education environment would be beneficial but is not essential.

Our school is part of the St Edmundsbury and Ipswich Diocesan Multi-Academy Trust (MAT) and enjoys network support from other schools and the MAT office. The role is based at our school in the village of Hartest.

Hartest is a nurturing, welcoming Church of England school with a strong Christian ethos. We are a small school with 49 pupils on roll and have an enthusiastic and dedicated staff team. Hartest has excellent links with the local community – parental support and community engagement is high.

We require the following experience and qualities:

- The ability to work with others in a caring and professional manner
- Good verbal and written communication skills including the ability to write clear business English in MS Word and emails
- Experience of using computer systems and completing basic financial transactions such as orders, recording income and invoices
- Ability to learn new systems quickly
- Numeracy, cash handling and the ability to use spreadsheets provided
- Trustworthy, reliable and conscientious

Benefits of joining us include:

- Conditions in line with the Local Government conditions of service including the Local Government pension scheme
- A friendly and supportive school
- Business support from the MAT

For an informal discussion or to arrange a visit to the school, please contact the school office on 01284 830343.

For information about the school, visit our website www.hartest.suffolk.sch.uk

Applications will only be accepted on our application forms. Please return applications via email to the Executive Headteacher, Amanda Woolmer at headteacher@longmelfordprimaryschool.co.uk

Closing date: Thursday 23rd May 2024

Interview date: Tuesday 4th June 2024

We are committed to safeguarding and the successful applicant will be subject to an enhanced Disclosure and Barring Service check and satisfactory references.