

**School Administrator**

Dear Applicant,

Thank you for your interest in this post. The position provides the opportunity to work in a successful and rewarding environment.

We are looking for an Administrator to provide an administrative support service to the Headteacher and the school to contribute to the smooth running of the school on a daily basis. To work within the busy environment of the school office, managing some administration for the school and providing administrative and reception service, where excellent organisational skills are essential to cope with the demands of having to deal with a variety of tasks. The successful candidate will have a desire to be part of our team providing a warm and welcoming first point of contact for parents, pupils and visitors. You will have excellent personal and communication skills and a commitment to support the achievement of the Federation vision.

Visits to the school are warmly welcomed and encouraged, please phone the school to arrange an appointment.

The closing date for applications is on Monday 1<sup>st</sup> November 2021 at 12 noon and the selection process will begin shortly after the closing date and short-listed candidates notified of interview times etc. Short listed candidates will be invited to a selection and interview day on Wednesday 10<sup>th</sup> November 2021. Applications should be sent via e-mail to [office@ffspschools.co.uk](mailto:office@ffspschools.co.uk) or posted to me at the school address. Unfortunately, we cannot acknowledge unsuccessful applications, due to time and financial constraints, so if you have not heard by Thursday 4<sup>th</sup> November, you may assume that your application has not been successful. If this is the case – good luck with future applications and thank you for your interest.

I look forward to meeting you in the near future,

Kind regards,

Mrs Katie Barnett  
Interim Head teacher

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Our school is part of the