



## **SCHOOL ADMINISTRATOR**

**Grade 3 (30 hours per week, term time only)**

**12-month fixed term appointment with potential to become permanent**

**Salary Range:** £24,404 to £25,183 (points 4-6) Pro-rata

**Actual Salary:** £16,545 to £17,084 (0.6780 FTE)

Pittville School is looking to appoint a School Administrator to be an ambassador for the school when meeting students, parents and other visitors and to act as first point of reference. To provide general administrative support to the school under the instruction of Business Manager and to assist in the efficient running of the school.

The successful applicants must have good interpersonal and communication skills, as well as excellent organisational skills. Applicants must be able to work independently using their own initiative and as a part of team.

This position is for 30 hours per week/term time only (operating from 8 am to 2 pm on Mondays to Fridays) and will commence in September 2025.

If you are interested, then please write a brief letter of application explaining why you are applying for the role and what skills and experience you have to offer. You should submit this together with the application form to the Business Manager.

Please download the application form and email to [jobs@pittville.gloucs.sch.uk](mailto:jobs@pittville.gloucs.sch.uk)

The closing date is: 9am on 21<sup>st</sup> July 2025

Interview date to be confirmed

Pittville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers, social media checks and the Disclosure and Barring Service. All offers of appointment are subject to satisfactory references and DBS clearance. It is an offence to apply for the role if you are barred from engaging in regulated activity with children.