



## **St Paul's CE Primary School**

Elsworthy Road, Primrose Hill, London NW3 3DS

admin@stpauls.camden.sch.uk

Tel 020 7722 7381

Headteacher: Mr Clive Hale

### **School Office Administrator**

Pay Scale: 5 (22 – 25)

35 hours per week term-time plus one week (40 weeks)

Actual Salary: £20,915 – £26,136

St Paul's is a popular and oversubscribed school that serves children from the Primrose Hill area.

Our Office Administrator is the first point of contact with the school. We need someone with excellent interpersonal and communication skills in order to build effective relationships with the whole school community.

We are looking for a School Administrator to undertake a range of front office, administrative and financial duties. You will need to manage your workload effectively, work to deadlines and be committed to excellent service.

#### **This post is subject to an Enhanced DBS Check**

If you would like to visit us please contact the school office to arrange an appointment.

To apply please visit our school website: <http://www.stpauls.camden.sch.uk> to download an application pack. Please post completed applications to the above address or email to [admin@stpauls.camden.sch.uk](mailto:admin@stpauls.camden.sch.uk)

**Closing date for applications: 12 noon Friday, 26<sup>th</sup> January 2018**

**Short listed candidates will be contacted: pm Monday, 29<sup>th</sup> January 2018**

**Interviews will be held on: Wednesday, 31<sup>st</sup> January 2018**

