



Admissions & Attendance Administrator

Salary: G6
Status: Permanent , Term time only (plus 2 weeks), 35 hours per week with options of flexible working
Start Date: April 2023

Whitchurch Primary School & Nursery is a four form entry school, situated in the London Borough of Harrow. We want the very best for every child in our school and as staff we work hard to ensure our children and families well supported. Our pupils' behaviour and welfare is outstanding and our academic outcomes well above national average. At the very core of our school is our fantastically skilled and dedicated administrative team. Whitchurch is a large primary and therefore our administrative team are extremely busy having to be super organised to keep the school operational and effective. Due to a retirement we now have a vacancy for an Admissions & Attendance Administrator. We are looking to appoint an administratively skilled, well organised and highly effective communicator to join our established team.

Candidates who have proven IT, school administration and school admissions experience are strongly encouraged to apply.

Do you have:

- Experience of school administrative IT systems (SIMS, Parentpay)
- Experience of working in a school office setting
- an excellent communicator
- High effective administrative skills which include (word, excel and data management systems)
- A flexible 'can do' attitude

We will offer you:

- Joining an established and high-skilled administrative team
- On-going CPD
- A coaching and mentoring system of line management
- An excellent working environment working alongside a high engaged and supportive leadership team

If you are an experienced school administrator looking for new challenges in a supporting work setting and believe Whitchurch is the right school for you, we would be delighted to discuss the position further.

For an informal discussion please contact: Seema Supeda, School Business Manager at:
finance@whitchurchprimary.harrow.sch.uk.

We would strongly recommend booking a visit to the school to discuss the position. To arrange a visit email the School Business Manager.

Further information and application packs are available on our website:

www.whitchurchprimary.harrow.sch.uk – Our School/ Vacancies. Application by letter and completed application form to Personnel, Whitchurch Primary School & Nursery, Wemborough Road, HA7 2EQ. Telephone 020 8951 5380 or emailed to personnel@whitchurchprimary.harrow.sch.uk

Closing date: Monday 20th February 2023 – noon
Shortlisting: Monday 20th February 2023 – pm
Interviews: Thursday 23rd February 2023

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, satisfactory references, medical clearances, evidence of essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act 1996. We are an equal opportunities employer.

*Whitchurch Visions & Values: Learners today, leaders tomorrow
Our core values: respect, responsibility, resilience, honesty, generosity, aspiration*