

## Advert – Senior Administrator

School:	Bowhill Primary School
Job Title:	<b>Senior Administrator</b>
Salary (please indicate grade i.e. C, MPS/UPS, + any allowances etc):	NJC Grade D (£12.80 - £13.69 per hour) (pay award pending)
Hours per week/weeks per year or FTE:	35 hours per week / 39 weeks per year
Temporary/Permanent/Fixed Term:	Permanent - Term time
Start date:	9 <sup>th</sup> December
Closing date:	7 <sup>th</sup> November

Bowhill Primary School is seeking a friendly, committed, and efficient Senior Administrator to join our hardworking and professional team. As a vital member of our school community, you'll play a key role in providing essential administration and organisational support, while upholding our strong safeguarding standards to ensure the safety and well-being of every child. You will be supported by an administrative assistant to fulfil this role.

Key aspects of this role include:

- Ensuring all visitors, pupils, and staff are welcomed in a polite, professional, and friendly manner while adhering to safeguarding and health and safety protocols.
- Supporting the school's administrative and financial systems, working closely with school leaders to ensure compliance with audit requirements.
- Handling sensitive information regarding staff and pupils with the highest level of confidentiality.

We are looking for someone with excellent administrative and communication skills. Experience in a primary school setting is desirable, as is a passion for supporting children's learning and well-being.

If you're interested in joining a supportive, experienced, and welcoming team dedicated to the success of our school community, we would love to hear from you. Please feel free to contact us to discuss this exciting opportunity further. Please contact Anna Lopez, Headteacher on 01392 206585 or email [admin@bowhill.devon.sch.uk](mailto:admin@bowhill.devon.sch.uk)

Exeter Learning Academy Trust (ELAT) is a partnership of primary schools based in Exeter. The Trust currently has four schools: Alphington Primary School, Bowhill Primary School, Ide Primary School, and St Thomas Primary School.

Our aim is to be a people-focused organisation with strong principles of enabling every child and adult within our Trust to thrive. We have high aspirations for all our children, regardless of their starting point, and in turn, expect our staff to have high aspirations of themselves. We believe that our strength lies in working together and using our collective skills and expertise to benefit the children in our schools.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS check is required for this post. You will be required to provide proof of right to work at interview stage. This role also requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.**

For further information, please download the job description and support staff application form from our website [www.exeterlearningacademytrust.co.uk](http://www.exeterlearningacademytrust.co.uk)

Please send your completed application to [jobs@elatschools.com](mailto:jobs@elatschools.com)

**The closing date is: - 7<sup>th</sup> November 2024**

**The interview date will be: - 12<sup>th</sup> November 2024**

