**Dates:**  Closing date 12pm Monday 12th May

Role commencing as soon as possible (flexibility with candidate’s notice period)

**Surrey Grade:** PS4

**Salary range:** £24,275 - £25,993 FTE (£20,884 - £22,766 actual pay)

**Contract type:** Full time (36 hours per week, 39 weeks per year)

**Contract term:** Permanent

Are you looking to work in an exciting forward thinking and dynamic school where we work together to ensure every child has the opportunity to SHINE? Then we may have just the job for you!

We are looking for a skilled administrator to join our friendly school office team. The successful candidate will be highly motivated, organised, efficient, computer savvy and friendly.

**About you:**

* Organised
* Dedicated
* Excellent communication and interpersonal skills
* Quick to pick things up
* Have an eye for detail
* Able to work under pressure and meet deadlines
* Wants to be part of a team and contribute to the wider school

Ideally you would have worked in a school before and have experience of school systems, however this is not essential as we will be able to provide you with a full training package.

**About us:**

* Friendly, hard-working and supportive staff and parents
* Positive, happy children who enjoy learning
* Well-resourced facilities (only 20 years old)
* Committed to the development of all members of the team

If you would like more information, please contact the School Business manager, Zsuzsanna Katona on [recruitment@southfield-park.surrey.sch.uk](mailto:recruitment@southfield-park.surrey.sch.uk) or 013 7274 3104

Southfield Park is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment to this post will be subject to an enhanced DBS check.

We are committed to providing services which embrace diversity and that promote equality of opportunity. We welcome applicants from all sections of the community and people of all protected characteristics. We provide reasonable adjustments for candidates with a disability and are committed to treating people fairly with compassion, respect and dignity and in promoting equality and human rights.

Please return all application forms via email to [recruitment@southfield-park.surrey.sch.uk](mailto:recruitment@southfield-park.surrey.sch.uk) by 12 pm on Monday, 12th May.

Interviews to be held on Monday, 19th May.