

Pupil Welfare Administrator

We are looking for a Pupil Welfare Administrator to work in our busy school office for 5 days a week, term time only, 40 weeks a year. This role is to cover maternity leave for 9 months – 1 year, starting early in the summer term, date to be confirmed.

Salary Surrey 3 pro rata to £13,884 pa to £15186 pa (pay award pending)

The hours will be 8.15am – 3.45pm.

Main duties will include:

- To deal with sick or injured children and administer treatment where necessary
- To administer the daily registration of attendance and associated duties
- To deal with Admissions administration and parental enquiries
- To provide a back-up Reception / Telephonist service
- To efficiently undertake administrative duties as required

If you are enthusiastic, hardworking, confidential and enjoy a challenge we would welcome an application from you.

Application form and further information is on the school website and on Eteach.com

Closing date: Monday 11th March 2019 at 9.00am

Interview date: Wednesday 13th March 2019