



At Potterhanworth, we pride ourselves on creating a warm, nurturing and respectful environment, where all staff are valued. We have the following two vacancies in our busy Admin Office:

Senior Administrator with Bursar Duties

26 hours (Monday to Thursday 9 am to 4 pm)

Payscale G6.18 (actual salary £18,904) Permanent

Closing date for applications: Friday 1st November 2024

Interview date to be confirmed

We are looking for a friendly Senior Administrator to join our supportive team at Potterhanworth School.

It is essential that the postholder has previous experience of a similar position within a school.

A business and/or finance qualification is desirable (evidence of any qualifications to be provided at interview).

In addition to the required skill set, candidates will need to demonstrate:

- Strong organisational skills and excellent time management
- A positive, 'can do' approach
- An ability to problem-solve when any challenges arise
- Strong interpersonal skills
- Ability to communicate effectively
- An ability to look ahead and plan accordingly
- Commitment to working as part of a team
- Ability to show levels of flexibility within the life of the school

This post will involve reporting to the Head Teacher, where the main responsibilities will be as per the job description, although this is not an exhaustive list. [\[LINK TO JD\]](#)

Start date: 1st December 2024 (we may appoint prior to this date if a suitable applicant is identified)

Previous applicants are welcome to confirm their interest.