



## **Office Administrator**

Level 1/Level 2 (subject to experience)

Contract: Temporary

Hours: 33.75 hours per week. 46 weeks per year

Salary: L1 £18,562 - £18,933 pro rata per annum (Actual Salary: £15,394 - £15,701)

L2: £20,092 – £21,748 pro rata per annum (Actual Salary: £16,663 - £18,036)

Closing Date: 8<sup>th</sup> October 2021 at 12pm

We are currently looking for an Office Administrator to join the team at Prescot Primary School to provide an effective and efficient support service to the school.

Duties will involve:

Reception management

Pupil Data

Whole school communication

Online payment operation

Finance administration

General administrative duties

We are looking for someone who is:

Enthusiastic and committed to their role

Good communication and interpersonal skills

Willing to learn new skills

Resilient when faced with challenges

Committed to the safeguarding of children

Able to work to deadlines and under pressure



Headteacher - Mr S.George

**PRESCOT COUNTY PRIMARY SCHOOL**

**MARYVILLE ROAD PRESCOT MERSEYSIDE L34 2TA**

T: 0151 432 7100 E: [admin@prescotprimary.org.uk](mailto:admin@prescotprimary.org.uk) W: [www.prescotprimary.org.uk](http://www.prescotprimary.org.uk) T: @prescotprimary



**Prescot County Primary School**  
Putting the learner first

Prescot Primary School is committed to safeguarding, to promoting the welfare of children and adhering to the Equality Act 2010. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.

An application pack can be downloaded from the school website. Please return the completed pack with an accompanying letter of interest via email to [admin@prescotprimary.org.uk](mailto:admin@prescotprimary.org.uk) for the attention of Mrs Suzanne Hulme by the closing date.



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