



WILLOW SCHOOL

25 JERYMN STREET, SLEAFORD, NG34 7RU

Headteacher: Rebecca Miller

Pay Scale: G4 (9-12) £25,183 FTE (Actual £17,909) - £26,409 FTE (Actual £18,781)

Work Schedule: 30 hours per week Monday – Friday (working hours may be negotiable)

Start Date: March 2025

We are seeking to appoint a skilled, knowledgeable, pro-active and organised administrator.

Are you looking for a new challenge and would like to join our friendly school? Do you embrace and appreciate small schools that form the very heart of a community? Would you like to support the pupils, staff and families of Willow School?

Based within Sleaford, this small school can offer the new administrator an exciting, varied position working as a valued and key member of a driven team. As a small school, Willow benefits from a personal, nurturing learning environment, where everyone matters and no child is left behind.

This position would suit an experienced administrator with an understanding of schools and the systems in place. You will be an organised individual who can support the school team, work alongside staff and families to provide the best outcomes and manage day to day tasks within the school office.

In this administrator position you will be:

- Being the 'face of the school', co-ordination of the 'front of house' area, greeting visitors and making them feel welcome, along with dealing with email and telephone communications to the school.
- General administration, including arrangement of routine school activities such as school photographs, induction events, performances, trips etc.
- Registers, monitoring and reporting on pupil attendance and liaising with parents as directed regarding issues relating to individual pupils, including investigating absences
- Maintain records, including admissions, leavers and students records
- To handle money in line with the school's finance policy, which may include processing orders and ensuring they are received correctly.
- To input data onto computerised systems (eg BromCom) as required.
- Extensive use of computerised systems, including database systems, to input and manage data
- General administration, including filing.
- Supporting the recruitment of staff, including monitoring applications, sending documents and ensuring the SCR is up to date.

Closing date: Sunday 23rd February

Interview date: Thursday 27th February

Please contact the school office by email at Rebecca.miller@willow-school.co.uk for an application form or alternatively phone 01529 668400 for more information or to arrange a viewing of the school.

Willow School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced DBS and relevant safeguarding checks in line with Keeping Children Safe in Education 2024. References will be taken prior to interview.