



St Clement Danes CE Primary School

Drury Lane Covent Garden WC2 5SU

office@stcd.co.uk

www.st-clementdanes.westminster.sch.uk



Headteacher: Patricia Coxhead Roll: 235 (Nursery – Y6)

School Office Administrator

The school's Governors and Headteacher are looking to appoint a School Office Administrator.

Band 2, Level 2, Step 1 – Step 4 £22,216 - £25,624 per annum (*pro rata from £25,833 - £29,796*)

Hours: 8:00am - 4.30pm, full time, term time only

We require a friendly, professional, well-organised administrator for our school front office. The applicant will need to have excellent communication and administrative skills.

This role is ideal for a confident and competent individual who wants to work in a primary school in a job that makes a real difference to the lives of children and their families.

St Clement Danes is a small, thriving and dynamic school in the heart of Covent Garden, with a wealth of transport options for commuting. We are a genuinely diverse, multi-cultural progressive Church of England School with lots to offer. The role of school office administrator will have a major impact on the life of the school.

We encourage applications from all sectors of the community to reflect our diverse pupil population.

Application details are available from the school's website.

Closing Date: **Thursday 20th May 2021**

Interviews: **Week beginning 24th May 2021**

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.