

**School Administrator**

* Required for an immediate start (negotiable)
* Hours: 30 hrs per week (Monday – Friday 8.30am- 3.00pm) Term time only. A job share option may be a possibility
* Salary: £12.40 to £13.42 per hour

Trinity St Stephen Church of England First School is looking for an Office Administrator to join our professional, enthusiastic and friendly staff team. The school is a small first school in the heart of Windsor, whose Christian values are at the heart of its work.

The successful applicant will work closely with the Business Manager and the Headteacher. The role involves being a professional and friendly first point of contact for parents and other visitors and providing high quality secretarial skills. A knowledge of SIMS (a school computer system used to manage staff and pupil information) would be an advantage.

We welcome applications from people who:

* Preferably have experience of working in an office or school with good computer skills
* are totally trustworthy and understand that the nature of the work involves a high degree of confidentiality
* have common sense, are able to work on their own initiative and have a sense of humour

For further details please contact the office at

Trinity St Stephen CE First School, Vansittart Road, Windsor SL4 5DF

Tel: 01753 862540, email: [finance@tssfirst.co.uk](mailto:finance@tssfirst.co.uk)

The application pack is available from the school website, [www.tssfirst.co.uk](http://www.tssfirst.co.uk) (under the ‘School Life’tab)

Please contact the school office on 01753 862540 or email Mrs Sarah Horsfield, [finance@tssfirst.co.uk](mailto:finance@tssfirst.co.uk) .

**Closing Date: Friday, 31 January 2020 at noon**

**Interviews will be held on Friday 7 February 2020**

*Trinity St Stephen Church of England First School is committed to safeguarding and promoting welfare for children. All appointments are made subject to a satisfactory Enhanced DBS, qualification and reference checks.*