

Crowmoor Primary School & Nursery
Crowmere Road
Shrewsbury
Shropshire
SY2 5JJ

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admin@crowmoorschool.co.uk

www.crowmoorschool.co.uk

Headteacher: Mr A J Parkhurst JP
Deputy Headteacher: Mrs J Parkhurst
School Business Manager: Miss H Cave



JOB: School Administrator

GRADE: 6 SALARY POINT: 18-21

HOURS: 37 hours start and finish times to be decided in consultation with the School Business Manager.

WEEKS: 43.21 per year plus one week of the holidays.

POST STATUS: permanent

We require an Administrator to join our friendly and supportive team, providing administrative support for the School Business Manager and Head Teacher.

Previous school admin experience is desirable.

The successful candidate must have good IT skills, be confidently numerate, with good Literacy skills. We like people with initiative, who can work both as an integral part of a team and independently. The successful candidate must be able to enjoy effectively supporting the Teachers to allow them to successfully support the children.

We have great success in developing individual staff, through coaching, mentoring and the provision of CPD. If you would like to become a central part of our successful team please contact Hannah Cave, School Business Manager for more information.

Please find further details and application pack on our website www.crowmoorschool.co.uk

Closing Date: 10th December 2021 12 noon

Interviews: W/C 13th December

Start date: ASAP, depending on notice period and DBS check.

The school is committed to safeguarding the welfare of its pupils and the successful applicant will be subject to a full CRB check and verification of their suitability to work with children.

Conditions of service are those specified by the National Joint Council for Local Government Services

If you do not hear from us by 13th December, please assume you have unfortunately been unsuccessful on this occasion.



Dream, Believe, Achieve



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