



A newly established independent special school is seeking to appoint an administrator to undertake a range of general educational administration duties including handling admissions, attendance, basic invoicing and finance administration, liaising with parents/carers, outside agencies and service users and a range of duties in conjunction with the smooth running of a school office.

School: Wolfdale School

Start Date: dependent on candidate availability

Salary: £14,000 – £16,400 dependent on experience

Contract: Full time permanent

Job expires: 25/5/18

Wolfdale is a newly established and growing independent special school for students on the Autistic Spectrum. We are looking for an experienced administrator who has either worked in an education environment or has experience of a busy working office.

Ideally you will have experience of working within a school setting dealing with admissions and attendance processes as the role is based heavily in this area. However, we do recognise that many skills are transferable, and we would provide training for the right applicant. We are therefore also welcoming applications from candidates who have general administration experience and have undertaken a variety of office duties. Candidates must have a working knowledge of Microsoft Word and Excel, a high level of organisational skills allowing them to work independently with minimal supervision and have experience of working to deadlines. The role is varied and interesting, often involves the need to think on your feet, with no two days the same.

If this sounds like the next role for you please email Tess Newey at hr@wolfdaleschool.co.uk for an application form, job description and person specification.