Hazlehurst Drive, Aylesbury, Bucks, HP21 9TJ

Tel: 01296 421733

Headteacher: Trudy Cotchin

**Administrator, Part time for September/October 2019**

**Be part of our future!**

William Harding is looking for a friendly and resilient administrator with exceptional communication skills across a broad range of areas, including financial administration. This is an exciting opportunity to work with a forward thinking staff and wonderful children in a welcoming environment.

The Successful applicant will include (but not restricted to):

* Answer emails and phone calls either dealing with queries yourself or ensuring they are passed to the correct member of staff
* Prepare termly invoices and ensuring they are paid in line with our payment policy
* Prepare funding claims and liaise with the Local Authority
* Communicate effectively with pupils, staff, parents, governors and wider community
* Be a positive role model for all

**In return we can offer:**

* A highly supportive team, committed to raising standards
* A school with a clear vision for the future
* Well behaved and responsive children who enjoy learning
* A well-resourced school and stimulating environment
* An emphasis on staff wellbeing and teamwork

Salary – Bucks Pay 2 (£19,077 - £21,428) pro rata

38 weeks per year (term time only), 20 hours per week

Applications should be completed and sent via e-mail to office@whcs.bucks.sch.uk

We are committed to safeguarding children and the successful applicants will be required to undertake an enhanced DBS check.

Closing date: Noon 09 September 2019

Interviews will be scheduled according to applications that are received.