

Administrator – Stoke Hill Federation



Hours	36.25 weekly
Weeks	39 weeks per year. Term time plus non pupil days
Grade	C/D based on experience
Closing Date	23-03-2025
Start Date	ASAP

Stoke Hill Federation is a thriving, popular and busy Federation that operates across two schools, our Infant School and our Junior School. We are an inclusive employer and welcome applications from minority groups and those with protected characteristics.

Our successful candidate will:

- Have experience working in a busy office environment, previous education sector experience would be beneficial however, not essential. Training can be provided
- Be able to work with a degree of autonomy alongside the administration team and wider staff
- make decisions and adapt to changing needs
- be able to work with computer systems and be confident in learning new platforms
- Work well as part of a team, in the school
- Have patience, sense of calm and a good sense of humour
- Work well under pressure
- understand the importance of confidentiality when managing child records, finance and family communications

Existing duties for the role include ensuring compliance to GDPR and managing the school's equipment inventory. There is potential for this role to be developed further within the administration team.

Benefits include

- Local Government Pension Scheme
- Cycle to Work Scheme
- Tax Free Childcare
- Employee Assistance Programme
- Commitment to personal development and CPD through a supportive induction process

We are committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all staff and volunteers to share this commitment.

This role requires a DBS disclosure.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Shortlisted candidates may be subject to online checks.

Visits to our schools are warmly welcomed and should be arranged by contacting the school on 01392 667830

Please send completed applications to lorraine.carter@stokehill.devon.sch.uk