

## ADMINISTRATOR LEVEL 2

- **Employer:** St Aidan's Catholic Primary School
- **Salary:** Salary: Band E (SCP 7 – 11) £26,403-£28,142 Pro rata. Actual Salary: £23,311 - £24,846
- **Location:** Huyton, Knowsley
- **Contract:** Permanent
- **Working Pattern:** Term Time
- **Hours:** 36 hours per week. 8.00am – 3.45pm (3:30pm one day)
- **DBS Check:** Enhanced
- **Closing Date:** 5/1/2026 9am
- **Start Date:** as soon as possible

The Governors of St Aidan's Catholic Primary School wish to appoint an enthusiastic and friendly individual who can provide general administrative and financial support to our busy school office. As the first point of contact for visitors, parents, and children, they will need to be an excellent communicator and display a professional and caring manner at all times. The successful candidate will be reliable and committed to providing a welcoming, efficient and effective service for our school. We are seeking an individual, who can:

### The successful candidate will:

- Work collaboratively and positively with all the staff within the ethos, vision, and values of the school
- Answer the telephone and deal with face to face enquiries and signing visitors in and out
- Have the ability to use a range of technology, ICT skills and experience using Microsoft Office & SIMS
- Operate the 'ParentPay' system for dinner money and Parent App
- Have experience of working in a school office or similar setting
- Please see the Job Description for further details of experience and qualifications for this post.

### Personal Qualities & Attributes:

- A friendly disposition and a good team player
- Excellent communication and organisational skills
- Able to prioritise work
- Work to high standards, both when working with colleagues and when working unsupervised
- Excellent interpersonal skills
- Excellent attendance record

All completed application forms are to be submitted electronically to the Headteacher, Miss Kathryn Fitzsimmons at [staidan@knowsley.gov.uk](mailto:staidan@knowsley.gov.uk) . Please note we do not accept C. V's. Only completed Catholic Education Service (CES) applications will be considered. The application pack is available on the school website [Vacancies – St Aidan's Catholic Primary School \(staidanscatholicprimary.com\)](https://staidanscatholicprimary.com)

Visits to our school are warmly welcomed. Please contact the school office on 0151 477 8370 to arrange a visit.

St Aidan's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to relevant pre-employment checks, satisfactory references, verification of qualifications and eligibility to work in the UK as set out in Keeping Children Safe in Education,

including an enhanced DBS certificate with a barred-list check. Due to the nature of work the above post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance.

**Closing Date: Monday 5<sup>th</sup> January 2026**

**Short Listing Date: Monday 5<sup>th</sup> January 2025**

**Interview Date: Wednesday 7<sup>th</sup> January 2026**