



THE BLUE COAT SCHOOL
Church Road
Wavertree
Liverpool
L15 9EE

Telephone: 0151 733 1407

ADMINISTRATOR

35 hours per week, full time
Hours: 8.30am – 4.30pm
Salary range: £17,972 - £18,672
Start date: as soon as possible

We are seeking to recruit an Administrator to work within our busy Curriculum, administration and support team. The successful candidate will provide efficient and professional administration support and assist with the maintenance of the school's electronic student database.

You will have excellent communication and IT skills and have the ability to work to deadlines. You should be able to demonstrate your ability to work effectively within a team and have exceptional organisational skills.

Experience of working in a school environment and experience of Sims (school software) is desirable, but not essential as training will be given.

The Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This post is subject to satisfactory references and proof of eligibility to work in the UK being received and a satisfactory enhanced disclosure being obtained from the Disclosure and Barring Service.

Application form is available to download from the school website.

www.bluecoatschoolliverpool.org.uk

Completed applications to be sent to Mrs Shirley Heath, Personnel Officer
Email: recruitment@bluecoatschool.org.uk
Closing Date: Thursday 1 November 2018
Interview Date: Wednesday 21 November 2018