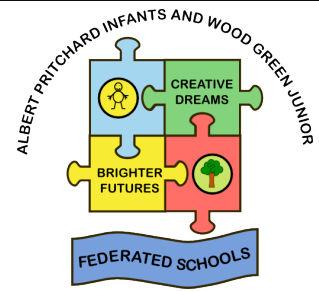


**Albert Pritchard Infant
and Wood Green Junior
Federated Schools
Executive Head Teacher—Mrs C. Clarke**



Job Advert

Senior Administrator

The Executive Head Teacher and Governors of Albert Pritchard Infant and Wood Green Juniors Federated Schools are seeking to appoint a Senior Administration Assistant to start as soon as possible.

Do you want a challenge and would you like to work in an innovative forward thinking environment where people thrive.

We are a Federated school that offers excellent facilities and opportunities for an ambitious, driven and dynamic individual to enhance our admin team.

If you think you are what we are looking for please apply.

Applicants must have an in-depth working knowledge and experience of SIMS/FMS and School Fund Manager and understand the role and expectations of a Senior Admin.

References will be taken up by the school prior to interview.

Training will be given to the successful applicant.

Previous applicants need not apply.

Albert Pritchard Infant and Wood Green Juniors Federated Schools are committed to the welfare and safeguarding of all our children and has child protection policy and procedures in place. A full DBS clearance will be required for this post.

To apply please download the form and return it to school. Alternatively visit the school website (<http://albertprichard-woodgreen.co.uk>)

Hours:

37 hours per week (8.00am – 4.00pm Monday to Thursday, Friday 8.00am – 3.30pm)– term time only

Grade:

Band C, SCP 14 to 19, £16,781 to £18,749) pro rata

Location:

Wood Green Junior School
Hobs Road
Wednesbury
WS10 9BW

Closing date: Friday 2nd March 2018 at 12.00 noon

Interviews: Week commencing 12th March 2018.

Postal addresses:

Albert Pritchard Infant School, Crew Road, Wednesbury, WS10 9QG—Telephone 0121-556-0858
Wood Green Junior School, Hobs Road, Wednesbury, WS10 9BW - Telephone 0121-556-0377