



STONE LODGE
SCHOOL

School Office Administrator x 2

Grade 7: £21,939 - £25,790 per annum

37 hours per week, all year round

We are seeking to appoint two experienced School Office Administrators to join us in our brand new, co-educational, secondary school opening in September 2019.

Who we are looking for:

We are seeking to appoint two highly organised and professional administrators to provide a first-class School Administration service in our new school. This is an exciting opportunity for individuals who are experienced office administrators, or who have a transferrable skill set, to work as part of a friendly, proactive and committed team.

One role will have a focus on School Finances & Premises and the other role will have a focus on Pupil Support & Data, as well as PA support to the Head Teacher, although the ability to provide cover across both roles during absences will be required.

Our ideal candidates will;

- Have experience working in school administration, or have transferrable skills.
- Have the ability to multi-task and organise their workload according to the daily priorities.
- Have experience of finance administration and/or pupil data management and reporting.
- Have excellent communication and interpersonal skills.
- be proficient in the use of IT with excellent knowledge of Outlook, Word and Excel.
- Have the drive and enthusiasm to want to develop their career in school business management, as the school grows, undertaking suitable CPD opportunities.

About Stone Lodge School

Stone Lodge School will be part of Endeavour MAT, and will be partnered with Wilmington Grammar School for Girls and Wilmington Grammar School for Boys: two very popular and highly successful selective schools within the Dartford area of Kent. Whilst Stone Lodge will begin with just four forms in Y7, we will expand to an eight form entry school in future years, with future plans to grow a 6th Form.

The Endeavour MAT family of schools pride themselves on setting consistently high expectations, securing outstanding outcomes and delivering exceptional standards of teaching and learning for all. A collaborative approach to improving outcomes for all is a characteristic of all Endeavour MAT staff.

The Application process

Candidates can download the full job description, person specification and application form from the school's website www.stonelodgeschool.co.uk

Closing date for receipt of completed applications is **19th May 2019**

Interviews will be held on **30th May 2019**

Applications will be considered in the order in which they are received, and the School reserves the right to make an appointment prior to the closing date should the ideal candidate(s) be identified sooner.

The school is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check.