



Permanent Senior School Administrator
Monday - Friday, 7.30am - 3pm, term time only, 39 weeks of the year
Grade D, Scale Point 7-12, £20,092 - £22,183FTE

Alphington Primary School is looking to appoint an efficient, well organised, and friendly Senior Administrator to join our busy, hardworking, professional and welcoming team. Good administration and communication skills are essential to ensure visitors to the school are welcomed in a professional, polite, and friendly manner. Experience of working in a primary school environment is desirable.

If this sounds like the opportunity for you, we would love to hear from you and would welcome your call to discuss this further. Please contact Sharon Tarr, Headteacher on 01392 254291 or email admin@alphington.devon.sch.uk

Exeter Learning Academy Trust (ELAT) is a partnership of primary schools based in Exeter. The Trust currently has four schools: Alphington Primary School, Bowhill Primary School, Ide Primary School, and St Thomas Primary School.

Our aim is to be a people-focused organisation with strong principles of enabling every child and adult within our Trust to thrive. We have high aspirations for all our children, regardless of their starting point, and in turn, expect our staff to have high aspirations of themselves. We believe that our strength lies in working together and using our collective skills and expertise to benefit the children in our schools.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

For further information, please download the job description and support staff application form from our website www.exeterlearningacademytrust.co.uk
Please send your completed application to jobs@elatschools.com

The closing date is Friday 10th December 2021
The interview date will be Tuesday 14th December