



Full Time Administrator

Required ASAP

Scale 5 Point 12-17 Salary £22,183 - £24,491 plus LW £1,978 (Pro rata)
Monday to Friday
8.15am till 4.30pm (36 hours – Term Time Only plus 1 week)

Leopold is a large and popular primary school in the rich multi-cultural London Borough of Brent. The school is based on 2 sites, with 2 forms of entry on each site. Leopold Primary School is seeking an inspiring, experienced and enthusiastic administrator to join our committed team. Leopold Primary School has a clear vision to raise standards, levels of achievement and improved outcomes for all children. The role presents an exceptional opportunity for professional and career development for the right applicants, willing to make a high level of commitment. We will offer training and mentoring support, bespoke professional development and the opportunity to work across two schools.

The Person:

- Is well organised, motivated and can keep systems in place
- Has an excellent understanding of school admissions, attendance and preferably with experience in schools
- Is fully competent in the use of WORD and has excellent written and computing skills
- Knowledge of SIMS systems-desirable but not essential as training is available
- Has an excellent phone manner with clear communication skills
- Has a friendly manner and can work well as part of a team
- Has a good sense of humour
- Demonstrates integrity and professionalism

Prearranged visits to the school are strongly encouraged. Contact number for visits to the school by email or telephone on 0208 459 5654

Closing date: When post is filled

Interviews week beginning: - To be confirmed

Application packs are available to download from the School Website

www.leopoldprimary.co.uk

Complete the application form and return it to the School Office at

vacancies@leopold.brent.sch.uk

Leopold Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. Successful applicants will be required to complete an enhanced CRB disclosure and provide good references before commencing work.