

**Hunslet Moor Primary School**  
**B3 Administrator**  
**Unlocking Every Child's Potential**



37 hours per week  
Term time only plus 8 additional days  
Pay Scale: B3 Pt 7-11 (Actual Salary £21,218 - £22,690)  
Permanent Contract (Full and Part-time applications will be considered)

**About Hunslet Moor Primary School:**

Hunslet Moor Primary School is a vibrant and inclusive school community located a short distance from Leeds City Centre. Our children are keen to learn, showing genuine enthusiasm and spirit. We are committed to providing a nurturing environment where every child can succeed and are now looking for a dedicated School Administrator to join our team.

**The Role:**

As a School Administrator, you will be the first point of contact for our school, providing professional administrative support across the school community. Your role is crucial in ensuring the smooth running of the School and supporting our commitment to educational excellence. The successful candidate will be a positive, calm and professional individual who can provide a range of administration, reception and front-of-house tasks in this fast-paced environment.

**Key Responsibilities:**

- Manage the reception area, greet visitors, and respond to telephone and email enquiries.
- Assist with pupil administration, including attendance records and updating pupil data.
- Support financial administration, including processing orders
- Organise and maintain effective filing systems for school records and documents.
- Assist in the preparation of key documents for both internal and external audiences
- Liaise with staff, parents, and agencies.

**About You:**

- Experience in administrative roles, preferably within an educational setting with a high level of attention to detail
- Proficient in the use of Microsoft Office and ideally School management software
- Initiative, resilience and problem-solving abilities
- Excellent organisational skills and the ability to multitask.
- Strong communication skills, both written and verbal.
- Willingness and capacity to learn new skills and embrace process improvement
- Commitment to safeguarding and promoting the welfare of children.

**In turn we can offer:**

- A dedicated staff team who have high regard for the agenda of safeguarding and achieving the best outcomes for our children.
- A whole school ethos and approach centred on working with our parents and a commitment to building relationships.
- A commitment to providing opportunities and experiences to your ongoing professional development.

Please visit the recruitment section of our website <http://www.hunsletmoor.co.uk/our-school/vacancies/> where you will find a video tour, further information about the school (including a link to all our policies) and further information about our recruitment process including a link to our application form.

If you would like to visit the School/have a conversation prior to submitting an application, please email [Lynne.Linley@hunsletmoor.co.uk](mailto:Lynne.Linley@hunsletmoor.co.uk) with your contact details and preferred date.

Closing date: Wednesday 15 May 2024

Interviews: Tuesday 21 May 2024

Completed application forms should be returned to [Recruitment@hunsletmoor.co.uk](mailto:Recruitment@hunsletmoor.co.uk).

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

**If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted. This includes only information publicly available on-line.**

**The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check.**

**We embed the promotion of British Values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs into our school and expects all staff and volunteers to share this commitment. We promote diversity and want a workforce that reflects the population of Leeds.**

**This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply.**