



Fairfield Primary School
Gallowbarrow
Cockermouth
Cumbria
CA13 0DX

Permanent Part-time Administrator

NOR: 449 Aged 3-11

Acting Headteacher: Mr J Gale

Tel: (01900) 821133 **E-mail:** recruitment@fairfieldprimary.co.uk

Role Profile: Business Support Grade 6, Scale Point 7 to 8 **Salary:** £ 25,183 to £ 25,992 (pro rata)

Core hours: 32.5 hours per week (Monday to Friday 8.30am to 4.00pm) and term time only (38 weeks + 1 week) – This can be subject to negotiation.

Required from: Tuesday 22nd April 2025

The Learning for Life Trust is looking to appoint for Fairfield Primary School, which is a large and busy primary school, a professional, hardworking, and flexible administrator, with excellent interpersonal, organisational and ICT skills to join our school business team.

We are seeking a highly motivated and enthusiastic staff member who is able to work using their own initiative and without supervision but would also contribute to working as part of a team. The successful candidate should have the following qualities;

- Experience of working in a school office.
- Be innovative in the use of ICT to enhance our systems and processes
- Contribute to the overall ethos, work and aims of the school.
- Excellent interpersonal skills
- Ability to liaise professionally with staff, parents, local community and other agencies
- Ability to plan, organise and prioritise own time effectively and meet deadlines

Applicants please call 01900 821133 and select the keystage two administrative office. Application packs are available via the school website www.fairfieldprimary.co.uk or by e-mailing recruitment@fairfieldprimary.co.uk

Fairfield Primary School is an equal opportunities employer; committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be appointed subject to satisfactory pre-employment checks including an enhanced disclosure via the Disclosure and Barring Service.

Closing Date: Monday 24th February 2025 at 9am

Interviews: Friday 28th February 2025