



Fairfield Primary School  
Gallowbarrow  
Cockermouth  
Cumbria  
CA13 0DX

## Permanent Part-Time Administrator

NOR: 397 Aged 3-11

**Headteacher:** Mr C Steele

**Tel:** (01900) 821133 **E-mail:** [admin@fairfieldprimary.co.uk](mailto:admin@fairfieldprimary.co.uk)

**Role Profile:** Business Support Grade 6, Scale Point 7 to 8 **Salary:** £20,092 to £20,493 (pro rata)

**Core hours:** 26 hours per week term time only (Monday, Wednesday, Thursday and Fridays)

**Required from:** 4<sup>th</sup> May 2021

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](http://www.fairfieldprimary.co.uk) or by e-mailing [admin@fairfieldprimary.co.uk](mailto:admin@fairfieldprimary.co.uk)

Fairfield Primary School is committed to safeguarding and promoting the welfare of children, and the successful applicant will be subject to satisfactory DBS Clearance.

Closing Date: Monday 19<sup>th</sup> April 2021 at 12 noon

Interviews: Tuesday 27<sup>th</sup> April 2021

*\*Please note that the interviews might be held virtually*