



Priory School, Orchard Avenue, Slough, Berkshire. SL1 6HE.

Headteacher: Mrs H Gates

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AWARDED 'GOOD' IN OFSTED INSPECTION – MARCH 2019
AWARDED 'GOLD' IN INVESTORS IN PEOPLE – APRIL 2019

Priory School Requires an Office Supervisor and HR Administrator

Priory School is a "Good" Ofsted rated, diverse & multi-cultural Primary Foundation School located on the outskirts of Slough. There are approximately 764 children ranging from Nursery to Year 6. The school also has a Resource Unit with 76 children for pupils with complex needs.

We are looking to appoint an Office Supervisor and HR Administrator to ensure that the school has a first class office and administrative function which meets the needs of the children, parents and staff and to work with the Business Manager to provide high quality, accurate and timely administrative and Human Resources support.

The successful candidate will:

- Have 5 A*- C Level GCSEs or equivalent including English and Maths
- Have experience of working in a busy school office.
- Have experience of supervising and organising a small team
- Have understanding of basic HR processes with regards to recruitment, absence monitoring and record keeping.
- Be able to enthuse and inspire others and demonstrate a 'can do' attitude
- Have a genuine concern to secure the educational progress of children irrespective of their background or ethnicity

Salary Range SCP 13-23, Level 5 (£23,578-£28,692), actual salary is £21,174-£25,767 for 37 hours per week, term time only, plus INSET and 2 weeks.

Application information:

Closing Date: 12.00 Monday 5th October 2020

Interviews: The date and time of interviews will be communicated to those candidates who are shortlisted.

To apply, please go to our website www.prioryschool.com to download an application pack or email nicky.whitaker@prioryschool.com.

Previous applicants need not apply

The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be sought for the successful candidate.