



**Links Academy (St Albans)  
Woollam Crescent  
Administrator**

**H4/H5 depending on experience (actual salary £16,106 - £18,870 per annum)**

**term time only plus 5 days**

**37 Hours per week:**

**Monday 8 am – 4.15 pm**

**Tuesday 8 am – 4.00 pm**

**Wednesday 8 am – 4.00 pm**

**Thursday 8 am – 4.15 pm**

**Friday 8 am – 3.00 pm**

We are currently looking to appoint an experienced Administrator who will be responsible for the smooth running of the school office, reception and supporting the three teams based at our Woollam Crescent site:

- Primary Support Base
- Inclusion
- Outreach

The main responsibilities of the role include:

- Day to day management of the school office and reception
- Managing administration for the Outreach Team/Inclusion Team and Primary Support Base
- General day to day smooth running of the premises

This is an autonomous role and you need to be able to work with minimum supervision as you will be the sole Administrator on site and need to have excellent time management and organisational skills. We are looking for someone with school office experience who is a good overall team player, efficient, enthusiastic, friendly, reliable, discreet and professional.

Visits to the school are warmly welcomed and encouraged. Please contact Fiona Haynes, Outreach to arrange a visit [fhaynes@linksacademy.herts.sch.uk](mailto:fhaynes@linksacademy.herts.sch.uk)

For further details and application form: 01727 790533 or email [jbutterworth@linksacademy.herts.sch.uk](mailto:jbutterworth@linksacademy.herts.sch.uk). Closing date: **1<sup>st</sup> November 2019 at 12 noon**

*The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check. We will also require two appropriate references.*