



Evelyn Street Primary Academy & Nursery

Evelyn Street
Warrington
WA5 1BD

Telephone: 01925 495567
Email: evelyn.office@wpat.uk
Headteacher: Mrs L Smith

Part of Warrington Primary Academy Trust | Together We Forge Our Tomorrows

Business Administrator Part Time

Start Date: ASAP

Grade 4 Point 6 FTE £25183 (This will be pro rata according to hours and weeks worked per year)

20 hours a week Term time plus inset days

Warrington Primary Academy Trust and The Governing Body of Evelyn Street Primary School would like to appoint a motivated, efficient and organised Business Administrator to join an excellent team of staff committed to delivering the highest standards of education.

Applicants will need to:

- The successful candidate will have confidence and experience in an administrative background including working with Excel and Microsoft applications (Outlook, Sway, One Drive etc.) preferably in a school environment
- Have knowledge of schools MIS preferably Arbor although training will be given
- Have good interpersonal skills
- Demonstrate excellent communication skills
- Be highly organised, reliable and able to use time management skills effectively
- Demonstrate the ability to work effectively and contribute positively within a team environment
- Be approachable and friendly
- Hold high expectations for the attitudes and behaviour of everyone
- Have the ability to reflect on their own practice, embracing change and opportunities to work with others and striving for improvement.
- Possess self-motivation and initiative to work as part of a team as well as individually
- Have excellent mathematics and literacy skills
- Above all they will be flexible and well organised, able to manage time efficiently and be happy in their work.

We can offer the successful candidate:

- An Outstanding School (Ofsted 2024)
- A welcoming, caring and fully inclusive ethos
- Pupils with exemplary conduct, outstanding behaviour and positive attitudes to learning
- Friendly and supportive working environment
- Excellent professional development opportunities

Prospective candidates are welcome to visit the school by appointment. All candidates are required to read our Safeguarding and Child Protection policy which is available to download on our website

www.evelynstreetschool.co.uk



Our school is committed to safeguarding and promoting the welfare of children. The successful candidates will be required to apply for enhanced disclosure from the Disclosures & Barring Service. Further details can be found on homeoffice.gov.uk/agencies-public-bodies/dbs/

The application form and further details are available to [download from our website: www.evelynstreetschool.co.uk](https://www.evelynstreetschool.co.uk)

All applications should be marked for the attention of the Business Manager Mrs Emma Leigh

School Visits: Please contact the school office

Closing date: 12 noon Monday 21st April 2025

Shortlisting: Tuesday 22nd April 2025

Interviews: Wednesday 30th April 2025

