



# Queen Elizabeth Grammar School

(HMC Day School, 884 Boys 7 - 18 years)

## School Office Administrator

Actual starting salary £15,629.44 pa  
with progression to £17,176.44 pa

We currently have a vacancy for the role of School Office Administrator at Queen Elizabeth Grammar School working across both Junior and Senior Sections. The successful candidate will join our friendly and busy school offices by January 2022 or as soon as practicable.

This is a busy role with responsibility for a variety of administrative duties across both sections, but with a specific responsibility for administration within the Junior Section. The successful candidate will provide a professional and efficient service as part of the school office team, responding to the needs of teaching staff, parents and pupils as required.

### What you will need:

- The ability to multi-task in a reactive and busy environment.
- An excellent knowledge and experience of using Google Workspace and Microsoft Office (Word and Excel). SIMS and InVentry would also be an advantage (or a willingness to be trained).
- A highly organised approach and able to work independently.
- Confidence in communicating with a variety of key stakeholders; including parents, students, teachers and senior leadership team.
- Flexibility and a willingness to work as part of a team.

This role is term time only (including all INSET days). The hours of work are 37.5 hours a week working Mondays to Fridays from 8.30 am to 5.00 pm with a one hour unpaid lunch break.

As part of our commitment to safeguarding and promoting the welfare of children, the successful candidate will be required to undertake an Enhanced Disclosure and Barring Check.

Further details and an application form can be obtained from the recruitment section of our website [www.wgsf.org.uk](http://www.wgsf.org.uk) or by emailing the HR Department at [jobs@wgsf.net](mailto:jobs@wgsf.net)

**Applications by CV cannot be accepted.**

**Closing date for applications:** 9.00 am on Friday 26<sup>th</sup> November 2021.



Wakefield Grammar  
School Foundation