# Assistant School Administrator



Mayfield Preparatory School

*Believe it! Achieve it!*

School: Mayfield Preparatory School

Location: Walsall

Contract Type: Term time (8.30am – 4.15pm)

Contract Term: Permanent

Start Date: end of February 2020

Closing Date: 24 January 2020 (12.00pm)

**Independent Preparatory School**

**Required for February 2020 – Full time, permanent**

Applications are invited for an Assistant School Administrator to assist in the smooth running of the school office in our leading independent school in Walsall. Mayfield Preparatory School is a highly successful over-subscribed selective Independent School (IAPS) with over 200 boys and girls, aged 2 - 11 years, and famous for its happy, family atmosphere.

This is a full-time role, permanent role. The hours of work are 8.30am – 4.30pm, term-time only, paid on the LGS scale 1 - 5, dependent upon skills and experience.

The successful applicant will have excellent communication, interpersonal and customer-care skills, together with the ability to deal with people at all levels with charm and tact. We are seeking a candidate with administrative experience, preferably in an educational setting, who will be able to work on their own initiative, independently and as part of a team. Smart appearance, reliability and a sense of humour are essential. Knowledge of SIMS is also essential.

The school is committed to safeguarding and promoting the welfare of our children. Child safety recruitment procedures operate and the post is subject to reference and an enhanced DBS disclosure. We welcome applications regardless of age, gender, ethnicity or religion.

**Further information and an application pack is obtainable from our website,** [**www.mayfieldprep.co.uk**](http://www.mayfieldprep.co.uk) **. An application pack is also available by contacting Mrs Louise Neal in the School Office.**

**Return Application Form to the Headmaster, Mr M Draper.**

**Closing date: 12.00pm on Friday 24th January 2020**

**Interview date: wk beg. 27th January 2020**

Mayfield Preparatory School
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Website: <http://www.mayfieldprep.co.uk>