

**School Administrator: Starting June 2025.**

35 hours per week, 38 weeks per year (term time only)

**Hours of Work:** 8:00am – 3:30pm Monday to Friday.

**Grade 5:** SCP 6 to 11 – Salary from £25,183 pro rata. (Actual salary from £20,000)

Underwood West Academy are looking to appoint an extremely efficient and professional person to join our dedicated and motivated school team. You will work closely with the Bursar/Office Manager and Senior Leadership Team in meeting our vision and educational aims.

The successful candidate will be a highly skilled and motivated individual, able to demonstrate proven administration skills including proficiency in Microsoft 365. Experience in Finance administration would be desirable.

Key responsibilities will include: general administrative support to a busy school office, finance administration support to the Bursar, including processing orders and matching invoices, maintaining up to date, accurate records, pursuing income generation and ensuring the school website is up to date and compliant. You will also be responsible for planning and costing all educational trips.

You should have a good sense of humour, be enthusiastic, have a positive, flexible approach to work and be able to work independently as well as working as part of a team.

We are a member of The Aspire Multi Academy Trust and offer a mutually supportive ethos with excellent opportunities for professional development.

We are proud to be a Disability Confident Committed Employer, we strongly encourage applications from all persons with a known disability. We aim to ensure a fully inclusive and accessible recruitment process.

If you request any support or have any questions, please contact

Name: Mel James

Phone: 01270260580:

Email: [bursar@underwoodwest.cheshire.sch.uk](mailto:bursar@underwoodwest.cheshire.sch.uk)

As a school and as a Trust we are committed to safeguarding and promoting the welfare of our children. For all shortlisted candidates reference checks and online searches will be completed prior to interview. All successful candidates are subject to satisfactory references, medical checks, right to work in UK and safeguarding checks (including enhanced DBS and a declaration of disqualification (Childcare Disqualification regulations 2009).

If you are committed to helping children thrive and getting the best start in life, then we look forward to hearing from you.

Closing Date: Midday on the 06/06/2025

Interview: Week commencing 09/06/2025

Start Date: June 2025

Please return email to: [bursar@underwoodwest.cheshire.sch.uk](mailto:bursar@underwoodwest.cheshire.sch.uk)

