



SCHOOL OFFICE ADMINISTRATOR (PASTORAL)

Location: Holt, North Norfolk, UK

Required for: At the earliest opportunity

Contract: Part-Time 32.5hours /Term Time + 5 weeks + INSET & Induction days

An exciting opportunity is available for an experienced administrator to join the senior school office administration team.

At Gresham's we offer a rare opportunity where children can join us at our Nursery and Pre-Prep School from the age of 2 and continue with their education at our Prep and Senior Schools to the age of 18. Our school is situated in the Georgian town of Holt and sits within 200 acres of glorious countryside. Set in an area of outstanding natural beauty with the Norfolk Broads and the North Norfolk Coast just a few miles away.

We currently have an exciting opportunity for a super organised individual to join the senior school administration team. The successful candidate will provide both secretarial and administration support to the wider pastoral team and have a good understanding of safeguarding requirements.

The ideal candidate will need to possess a strong work experience background in administration, be customer friendly, diligent, with an eye for detail and a can-do attitude. Previous experience of working in a busy office/school office environment would be considered an advantage.

The safeguarding responsibilities of this role are clearly outlined in the recruitment pack, please make yourself aware of these as you consider applying for this post.

HOW TO APPLY

To apply for the role, please visit our [website](#) where you will find an application form and further information. Our recruitment team can also be reached by telephone on 01263 714623 or by emailing hr@greshams.com

Closing Date:

4th August 2024

Interviews: TBC

Required for:

At the earliest opportunity

Please note: we reserve the right to appoint to the post, prior to the closing date

G R E S H A M S . C O M

Gresham's is proud of its exemplary approach to the safeguarding of its children and conduct a robust recruitment process. Applicants are expected to engage fully with the requirements of this process. An offer to join the School is made subject to a satisfactory Enhanced DBS check along with clearance on all other relevant safeguarding and child protection requirements.

Registered Charity No: 110550