



Executive Headteacher: Mrs Cathy Draper

Thank you for expressing an interest in the post of Senior Administrator at Short Heath Federation.

This is a permanent post, 32.5hrs a week, Term Time Only  
Grade G4 £18,319 - £20,541 Pro-Rata to hours worked.  
Actual Salary from £9.94 per hour

The application pack includes:

- Application Form
- Person Specification
- Job Description
- Federation Prospectus

If you enjoy working in a busy environment, and can bring enthusiasm and energy to this role, are well organised, 100% committed and have the resilience to communicate effectively, we would love to hear from you.

The successful candidate will work under the management of the Federation Business Manager to ensure effective financial procedures. The role will support duties including; ordering, payments, income, pay claims, bank reconciliation, audit and month and year end processes.

You will need to be an effective communicator, confident, flexible, and organised. take ownership of new and ongoing projects and have excellent attention to detail. You will have the ability to prioritise conflicting demands, thrive under the pressure of deadlines and maintain strict confidentiality and integrity in all matters.

The successful candidate will be professional in their approach, show discretion and confidentiality, be self-motivated, able to problem solve effectively and work on their own initiative

A knowledge of, and the ability to perform complex financial processes and follow procedures is desirable.

Competence and confidence across a range of ICT systems is a key requirement

Previous experience within a school environment and experience and knowledge of SIMS Database would be desirable.

The closing date for receipt of applications is 12 noon on Monday 24<sup>th</sup> September 2018  
Please return your application by email to: [admin@shortheathfederation.org.uk](mailto:admin@shortheathfederation.org.uk)

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**Lane Head Nursery**  
High Road, Willenhall,  
WV12 4JQ  
Tel: 01902 368940  
Head of School: Mrs D, Walton

**Rosedale C of E Infant School**  
Stroud Avenue, Willenhall,  
WV12 4EG  
Tel: 01902 368910  
Head of School: Mrs V. Stephen

**Short Heath Junior School**  
Pennine Way, Willenhall,  
WV12 4DS  
Tel: 01902 368499  
Head of School: Miss S. Harris

Should you also wish to send a hard copy of your application by post, please send this, marked private and confidential to:

Mrs K. Bridger  
Assistant Business Manager  
Short Heath Federation.  
Rosedale C of E Infant School,  
Stroud Avenue,  
Willenhall.  
WV12 4EG

If you can see yourself being part of our team, you can download an application pack from our website - [www.shortheathfederation.org.uk](http://www.shortheathfederation.org.uk) . We would love you to come and see what life is like here -telephone the school office on 01902 368499 or 01902 368910 to book a tour.

Short Heath Federation is an equal opportunities employer. We are committed to promoting British Values in School, and Keeping Children Safe in Education and expect all staff and volunteers to share this commitment.

The post is subject to an Enhanced DBS disclosure check and a completed Disqualification by Association form, along with relevant pre-employment checks, including two suitable professional references and proof of the Right to Work in the UK (required at the time of interview).

References will be taken-up on short-listed candidates, please provide contact details for referees on your application form, including a work telephone number and email address so that we can contact your referees. We may approach previous employers for information to verify particular experience or qualifications, before interview.

Interviews will be conducted on Friday 28<sup>th</sup> September 2018.

If you do not hear from us then you can assume that you have not been shortlisted for interview.