



RAMSDEN PRIMARY SCHOOL
Part Time Administration Officer

Hours: 30 Hours per week
Salary: Scale 3 £16,874.00 p.a.
Location: Ramsden Primary School
Closing Date: 1st September 2023

A friendly, versatile and enthusiastic person with excellent communication and administration skills is required to join our busy school office.

The appointed person will provide support to all aspects of the school including financial, clerical and receptionist duties and must possess excellent skills in all these areas. Previous experience of working in a school office is desirable.

The closing date for applications is 1st September 2023.

For further information, a job description and an application form please email the School Office at ramsden.office@ramsden.notts.sch.uk.