



**Senior Office Administrator
to start as soon as possible**

Term time plus one additional week, 20 hours per week

Monday to Friday 12.15pm until 4.15pm during term-time (including Inset Days)

Salary £15,206 (actual) per annum (£30,413 FTE)

St David's School, an exceptional co-educational school for pupils aged 3-11, is situated in a residential, tree-lined road in Purley, Surrey and is part of the Royal Russell Family of Schools. We have a warm and caring atmosphere where pupils can flourish; we put great emphasis on the personal development of each individual. Our pupils benefit from an enhanced curriculum with PE, Music and French led by subject specialists. The school is also strong in academic achievement; we expect good results from our students in all subjects.

We are looking to appoint a supportive, enthusiastic and experienced Senior Office Administrator to join the warm and friendly staff team in our thriving non-selective independent school for girls and boys in Purley, Surrey.

We offer a happy working environment with experienced and professional staff. This is an exciting opportunity that offers excellent benefits including a competitive salary on our own salary scale. You will be offered access to a variety of staff benefits including a defined contribution pension with free life cover, free hot lunch and a discount on School fees.

If you are interested in joining us, please visit <http://www.royalrussell.co.uk/Vacancies> where you will find further information on this position and an application form. A fully completed application form should be emailed to our Human Resources team at hr@royalrussell.co.uk to whom any enquiries about the post should be addressed. You should provide a supporting statement outlining the extent to which you meet our requirements as set out in the person specification, and details of two referees, one of which should be a current or most recent employer.

Applications will be considered on receipt and should arrive no later than **9.00 am on Thursday, 3rd October 2024**. Interviews are expected to take place in the week beginning **Monday, 7th October**. If you have not heard from us by **Tuesday, 8th October** you should presume that you have not been successful on this occasion. We reserve the right to interview and appoint before the closing date should a suitable candidate apply.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.