

# Administrator

Penistone Grammar School, Huddersfield Road, Sheffield, S36 7BX  
01226 762 114 : [www.penistone-gs.uk](http://www.penistone-gs.uk) : @PenistoneGS



We are excited to be able to offer an opportunity to join our amazing administrative team in the role of Administrator

Contract: **Permanent**  
Hours: **35 hours per week, term time: 38 weeks and 2 days**  
Salary Range: **Grade 3 SCP 5 - 6, 23500 - £23893 per annum (Full Time Equivalent)**  
Actual Salary: **£19044 - £19363 per annum**  
Start Date: **ASAP**

## About the role:

The role of Administrator is central to the school's communication and customer service strategy. Joining the front office team, you will provide a comprehensive, efficient and effective administrative and reception service, ensuring that high quality, customer-focussed service is provided at all times. The role forms an integral part of our administration team and is key in maintaining high standards of service to our internal school community and external contacts.

Ideally you will have:

- High standards and an acute attention to detail
- The ability to use a wide range of IT packages including Excel (Intermediate level a minimum) and the Microsoft Office suite to a high standard
- Excellent communication skills
- Ability and willingness to play a full role in the team
- Minimum Grade C GCSE (or equivalent) qualifications generally and specifically in English/Literacy and Maths/Numeracy

The successful candidate will have either previous experience in a similar role or will have transferrable skills and experience and be excited at the opportunity of taking on a role within this key area.

## About our school:

Our school culture is built around our 5 Core Values: Aim High, Be Brave, Be Determined, Be Proud and Be Supportive. We are also extremely proud of our Values Driven approach. We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects and are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes. Our A level results and destinations are equally impressive, with the school placed in the top 10% in the country for the last 3 years of validated outcomes, and over 90% of students gaining entrance to their preferred choice of university in 2024.

We are committed to professional development for all staff, regardless of role. We have an innovative staff development programme, which truly empowers teachers to take control of their own professional development through a supportive peer-coaching model. Regardless of what point you are at in your career and whatever your aspirations may be, Penistone Grammar School can support you to achieve them.

As a school, we pride ourselves on evidence informed practice, consistently high standards of teaching and learning, and a commitment to the success of all students, both academically and pastorally. If you share our vision, we want you to be part of our team.

## Who can I speak to for more information?

For an application form and pack please contact our HR Officer: Sue Williams on 01226 762114 ext 2022 or [HR@penistone-gs.uk](mailto:HR@penistone-gs.uk) Further information about Penistone Grammar School can be found on <https://penistone-gs.uk/current-vacancies>.

The closing date for receipt of completed application forms is **Monday 4 November 2024 at 10.00am**.

