



# The Edge Schools' Federation



**Wistanstow CE Primary School** is seeking to appoint an enthusiastic, highly motivated and excellent practitioner to join our committed and dedicated team.

Position available for immediate start, fixed term to August 2022 in the first instance:

## **School Administrator L3**

**2 days per week (0.4FTE)  
8:30am-4pm  
to include Fridays**

**Grade 6 £10.41 - £11.27 per hour**

We are seeking to recruit an effective School Administrator to join our very successful team, sharing the Administrator role with the current post holder. You must be a team member who is able to work independently and use initiative to solve problems. The position will be for two days per week to include every Friday 8:30am – 4pm.

Find out more about Wistanstow and The Edge Schools' Federation on our website  
[www.edgeschoolsfederation.co.uk](http://www.edgeschoolsfederation.co.uk)

A school visit will be held on Wednesday 29<sup>th</sup> September at 2:30pm. If you wish to book a place on this visit please contact our school Administrator, Mary Ingram on:

[admin@wistanstowprimary.co.uk](mailto:admin@wistanstowprimary.co.uk)

01588 673347.

Details and application form available from the school office at the contact details above or apply online at <https://careers.shropshire.gov.uk/>.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to a satisfactory Disclosure Barring Service (DBS) Enhanced Disclosure Certificate.

Closing date: Monday 4<sup>th</sup> October 2021 at 12 noon

Shortlisting date: Wednesday 6<sup>th</sup> October 2021

Interview date: Wednesday 13<sup>th</sup> October 2021