



JOB DETAILS

Job title: School Business Administrator
Reporting to: School Business Manager (SBM)
Contract: Permanent term time only
 10 hours over 3 days
 Ideally Monday, Wednesday and Friday morning
Start date: As soon as possible following relevant checks
Grade: SCP 5
Salary: £26,427 FTE (£13.70 per hour) based on the 2026/27 NJC pay scales.
 Actual salary will be pro rata to hours worked and weeks worked

Person specification

CRITERIA	QUALITIES
Qualifications	● GCSEs in English and Maths
Experience	● Working in a busy office environment ● Handling confidential and sensitive information ● Managing competing priorities and meeting deadlines ● <i>Desirable – previous school experience</i>
Skills and knowledge	● Competent use of IT packages including word processing, computerised accounting systems and school MIS systems ● Ability to use relevant office equipment effectively ● Excellent attention to detail ● Ability to plan, organise and prioritise ● <i>Desirable – previous work with accounting software and school management information systems</i>
Personal qualities	● Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ● Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ● Ability to work under pressure and prioritise effectively ● Commitment to safeguarding and equality ● Embraces change well ● Ability to occasionally work flexibly to meet operational requirements of the school.

Please complete the application form found on the school website and return by email to HR@littlepaxton.cambs.sch.uk

We encourage early applications and reserve the right to close this vacancy once sufficient applications have been received.