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### **SCHOOL ADMINISTRATORS**

Pay: Scale RG3 Scale point 15-21, SP 15 =£16,772 FTE

Minimum of 20 hours per week (flexible hours to suit childcare), term time

**Required: as soon as possible**

Our friendly, ever expanding Federation is looking to appoint at least two school administrators to join our busy admin team to help ensure the efficient running of the Federation.

At both schools we can offer:-

- Enthusiastic and friendly children
- Supportive and caring staff
- Benefit of working across the Federation

#### **Southcote Primary School:**

“Pupils really enjoy being part of the community and they are complimentary about the effective support they receive from staff.” **Ofsted 2017**

#### **Katesgrove Primary School:**

“Pupils want to come to school to learn, and families know that once their children are at school, they are safe, nurtured and well educated”. **Ofsted 2017**

The successful candidate will:

- have experience of working in an a school or office
- have common sense and an ability to work on their own initiative
- Work well as part of a team

Duties include:

- Administrative tasks associated with the admission of pupils into the school
- Dealing with pupil attendance, data and communications
- General admin and school support

A good knowledge of Microsoft Office software is essential and experience of Capita SIMS software is an advantage.



The Kennet  
Federation

Katesgrove  
Primary School



**Visits to the school are warmly welcomed and actively encouraged.**

**Application packs are available on the school website.**

**Interviews upon receipt of application.**

**Closing date Friday 29<sup>th</sup> June**

The Kennet Federation is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The appointment will be subject to an enhanced Disclosure & Barring Service check, appropriate references and health clearance.