



Whitwick St John the Baptist CE Primary School
Job Opportunity
ADMINISTRATIVE OFFICER
Maternity Leave Cover
Fixed Term from March - December 2026
35 Hours a week 8.30am - 4.00pm
Monday - Friday
Grade 7 - £13.90 per hour
Term time only plus 1 week in the school holidays
(40 weeks a year)

An exciting opportunity has arisen for an efficient, highly motivated individual to join our busy school office team to cover for maternity leave. This is a fixed term, term time only position with the successful candidate expected to work one week in the school holidays.

In addition to the job description, the ideal candidate will:

- Have good customer and communication skills.
- Be a strong team player.
- Be familiar with all office software packages.

Knowledge of Arbor and Access Finance would be an advantage, but full training will be given.

Applications for this post should be returned to:

Jodie Wesley, Whitwick St John the Baptist CE Primary School, Parsonwood Hill,
Whitwick, Coalville, Leicester, LE67 5AT

Email: jwesley@whitwickce.leics.sch.uk

Closing date for applications: **Monday 24th November at 5.00pm**

Interviews will take place on Friday 12th December.

If you would like any further information about the position, please contact Jodie Wesley on 01530 832116.

All shortlisted candidates will be subject to an online check.

Whitwick St John the Baptist CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment, therefore all appointments are made subject to a satisfactory enhanced DBS check.