

School Administrator

Teach children how they should live, and they will remember it all their lives.

Working Pattern: 30 hours per week as required by school.
Monday – Friday 39 weeks per year

Closing Date: Monday 13th October 2025 9am

Interview Dates: Monday 20th October 2025 – interview times to be confirmed after shortlisting.

Salary: Pay Band E SCP 7-11 £26,403 - £28,143 per annum FTE*
Full Time Equivalent pro rata down according to working weeks & hours

Contract: Permanent post to start as soon as possible.

Accountable to: [Headteacher & School Business Manager](#)

The Governors at Huyton with Roby wish to appoint a School Administrators to work in a busy and dynamic school office. Please see job description for further details regarding this role.

We are a successful, happy primary school built on Christian beliefs and values. Our last OFSTED inspection was in 2022, and we were proud to be rated as Good. We joined Liverpool Diocesan Schools Trust in February 2018.

Liverpool Diocesan Schools Trust (LDST) is a rapidly growing multi-academy trust at the next crucial stage of its development. It was established by the Diocese of Liverpool to provide its schools with a Multi Academy Trust that has the vision and values of the Church of England at its heart. We put our children at the heart of all that we do.

The ideal candidate will have had relevant experience of working within in busy school office environment or similar professional setting. Experience of working with finance would be an advantage. They will be conscientious, enthusiastic, and self-motivated. As the first point of contact for visitors, parents, and children, they will need to be an excellent communicator and display a professional and caring manner at all times.

To start the journey, tell us about yourself. Share your vision of education. Explain how you can work with our Headteacher and Senior Leadership Team to enable all our children to reach their full potential. In return we will tell you how we can make you shine, and help you take your career anywhere within the Trust's family of schools.

To ask any questions, or to submit your completed application form, please email Jennifer.Walker@ldst.org.uk or contact the school office on 0151 477 8460.

Jesus grew in wisdom and stature

A candidate information pack and an application form can be downloaded from our website:
<http://huytonwithrobyce.co.uk/>

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.

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