

# The Oldershaw School

Valkyrie Road  
Wallasey  
Wirral CH45 4RJ  
Tel: 0151 638 2800



Executive Headteacher: Mr S Fisher

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Website: [www.oldershaw.wirral.sch.uk](http://www.oldershaw.wirral.sch.uk)  
Company Registration: 07652792

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**Administrator/Receptionist**  
**Permanent Contract**  
**Full time, 36 hours per week**  
**Required to start asap**  
**Band F SCP 12 – 17 £24,496 - £26,845**

Oldershaw School is an 11-19 co-educational comprehensive situated in the borough of Wirral, which is an easy commute from Liverpool and Chester. We have a proud history of a hundred years of success and we believe in the very highest standards and expectations to provide a rich and challenging education for each and every student. The School was rated GOOD in all areas by OFSTED in March 2022

We are committed to supporting our staff, we can offer a generous pension scheme, Employee Assistance Programme, Occupational Health, free parking, and bike to work scheme.

The successful candidate will have excellent organisational and interpersonal skills, ability to manage change and have a flexible approach. They will organise the planning and allocation of daily cover arrangements for planned and unplanned staff absences. They will liaise with external supply agencies to secure the best candidates to cover absence where required. Good communication and time management skills are essential as the role can be fast paced and challenging so we are looking for someone who can remain calm and professional under pressure. Ideally, they should be proficient in the use of MS Office. The successful candidate will also be responsible for the smooth running of our busy reception dealing with staff, students and visitors in a professional and welcoming manner.

Please note, this role is to co-ordinate cover and ensure our reception runs smoothly, the candidate does not have to cover classes themselves and they are not the main receptionist.

Previous experience of working in a school is highly desirable as is knowledge of SIMS and Arbor however it is not essential as full training will be provided.

This post is subject to an Enhanced DBS check. The school is committed to the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment.

The School is an Equal Opportunities Employer and positively welcomes applications from all people regardless of their sex, creed, marital status, race, age, disability, sexual orientation.

Please note applicants must provide evidence of the right to work in the UK We do not currently offer sponsorship certificates as jobs are filled by the UK resident labour market.

Applications, initially via CV to [HR@oldershaw.wirral.sch.uk](mailto:HR@oldershaw.wirral.sch.uk). Please note, candidates invited to interview will be required to complete a full application form to ensure compliance with our HR procedures.

**Closing Date: 12<sup>th</sup> June 2023**  
**Interview date to be confirmed**