

# School Administration



Phone :

Web :

## Job Summary

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Vacancy :

Published : May 08, 2024

Employment Status : Teacher

Experience : Any

Salary : £100 - £150 per day

Gender : Any

Job Sector : Hammersmith area

Qualification :

## Job Description

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### **About the School Administration role:**

This school administration role is suitable for someone who has previous experience being a school administration, prepared to go the extra mile. This is a full-time school administration position with full responsibilities. In return as a school administrator, you will be paid to scale of your current ability. The school are seeking to appoint an enthusiastic and highly motivated school administration to manage their admin department. The successful candidate for this school administration role will play an important role and be a key member of the school administration.

### **About Enlighten Supply Pool:**

Enlighten Supply Pool are a market-leading education recruitment and supply agency committed to the learning and development of young people. We are an employer of choice for high-quality primary, secondary and SEND teaching and support staff.

### **As a valued School administration of Enlighten Supply Pool you will receive:**

- Excellent daily rates paid weekly by our in-house Payroll team using the PAYE system.
- Pension contributions (subject to a qualifying period).
- Full compliance with AWR (Agency Workers' Regulations),
- Generous refer a friend or colleague bonus scheme.
- Access to a dedicated consultant, who will provide ongoing support.

If you think you are a good fit for this school administration role, [please apply today!](#)

Interviews for this school administration role are currently being arranged.

Enlighten Supply Pool - Inspiring The NEXT Generation

## Education & Experience

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## Must Have

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**Educational Requirements**

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**Compensation & Other Benefits**

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