



# Decoy Community Primary School

Deer Park Road, Newton Abbot, Devon TQ12 1DH

Tel: (01626) 353282

**Headteacher:** Mrs Heather Poustie

[admin@decoyschool.co.uk](mailto:admin@decoyschool.co.uk)

Decoy Primary School is seeking to recruit an Administrator to join our happy and hardworking administration team.

The successful candidate will:

- be able to multi-task and have a flexible approach to the wide range of work involved
- be confident to use data management and financial systems
- have excellent verbal and written communication skills
- have excellent organisational skills and the ability to prioritise work to meet deadlines
- be both personable and professional

Training is available for this role.

Decoy is a thriving school in Newton Abbot with a talented staff team and a happy and hardworking school community. Applicants are encouraged to visit.

We are committed to safeguarding children and the successful applicant will be required to undertake an enhanced criminal records disclosure check.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Application form, job description and person specification are available on our website:

[www.decoyschool.co.uk](http://www.decoyschool.co.uk)

Please send completed application forms to

[vacancy@decoyschool.co.uk](mailto:vacancy@decoyschool.co.uk)

Closing date : 25<sup>th</sup> April 2018

