

	Clear Education	Position Title:	SIMS administrator
Duration:	Full Time	Hours:	Contract
Salary Banding	£10 - £12.50 per hr		
		Bonus/Benefits:	Free parking
Location:	Manchester	Primary Sector:	Secretarial and Administration

Advert Copy

Clear Education has an opportunity for an experienced **SIMS Admin** to start immediately based in **Greater Manchester**. Joining on a full time permanent basis, the ideal **HR Admin** will receive a competitive salary of **£8 - £12.50 per hr depending upon experience**.

We have been providing Manchester schools and schools nationally & internationally with Specialist School Support Staff since March 09. We have a total of 12yrs experience dealing with the changing requirements of support staff.

We are looking for someone who is adaptable, hardworking and has experience in working on SIMS in schools with an in date DBS check as they are required to start IMMEDIATELY.

The ideal **SIMS Admin** will be adaptable and relish the opportunity to work with varied and changing day to day responsibilities and to be able to work flexibly across the whole Admin Team.

In addition, candidates will be friendly, be able to use their own initiative and be well suited to working within a busy and diverse working environment.

Admin skill requirements include:

- SIMs experience is essential,
- Ability to motivate and assist colleagues
- Good Microsoft office skills
- Good attention to detail
- Ability to multi task
- Ability to be flexible and assist in different areas of school admin where required
- Ability to relate well to children and adults in a professional manner
- Good typing and grammar skills
- To be a committed team player

In return we are offering the opportunity to work within a large well managed school with a management team which has a “focus on teaching and learning, on staff development, satisfying career aspirations and supporting innovation.”

If you have the skills and experience to join their team as a **SIMS Admin**, please apply now!

All candidates will be required to provide previous employment referee details covering the past 3yrs.

Clear Education Ltd an Equal Opportunities Employer and we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Safeguarding information

We are fully committed to safeguarding and promoting the welfare of children, younger learners and vulnerable adults and we expect all staff and volunteers to share the same commitment. The above post will be subject to enhanced DBS checks, satisfactory references and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. (Should the applicants current DBS be out of date).