



**St Peter's School Huntingdon  
St Peter's Road  
Huntingdon  
Cambridgeshire  
PE29 7DD**

**Tel: 01480 846797  
Email: [recruitment@stpetershuntingdon.org](mailto:recruitment@stpetershuntingdon.org)  
Website: <http://www.stpetershuntingdon.org>**

**Head Teacher – Mr C Bennet**

**BUSINESS SUPPORT ADMINISTRATOR  
Scale 4 point 7 £20,092 37 Hours per week full time  
Required – 01/01/2022  
Contract –Permanent subject to successful completion of probationary period**

St Peter's School, as part of The Cam Academy Trust, is seeking to employ a full-time Business Support Administrator to work 37 hours per week supporting within our busy HR and Finance department. This role will involve working both during and outside of school term time.

As an Administrator at St Peters School, it is essential that you have a strong telephone manner with good communication skills. It is imperative that you remain composed under pressure and operate in an organised and structured manner. A can-do attitude with a proactive and positive approach, including flexibility and adaptability is vital in this role. HR or finance experience would be beneficial however training will be provided.

If you are interested in applying for this position, please submit a letter of application (no more than one side of A4) and an application form to the schools HR Manager on [recruitment@stpetershuntingdon.org](mailto:recruitment@stpetershuntingdon.org) Application forms are available on the school website [www.stpetershuntingdon.org](http://www.stpetershuntingdon.org) under the Join Us, Staff, Current vacancies tab.

The closing date for receipt of applications is midday on **Thursday 25<sup>th</sup> November 2021** Interviews will aim to be conducted the following week.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check, satisfactory references, and medical questionnaire.