

OFFICE ADMINISTRATOR

Permanent, Term Time Only position.

37hrs per week (to be worked Mon – Thurs 8am – 4pm, and Fri 8am - 3:30pm)

Band 6

All Saints C of E Primary School is seeking to appoint an excellent, experienced administrator to work in our busy office, to start as soon as possible. This is a challenging role within the school, and the successful applicant must have a can-do attitude, good sense of humour and will provide quality administrative support to the school.

You will be expected to manage the busy school reception area and community entrance of a large primary school.

The job role includes:

- answering general telephone calls,
- email and face-to-face enquiries,
- meeting and greeting all visitors to school in a professional manner, controlling the signing in system – ensuring our safeguarding procedures are met at all times.
- ensuring efficient communication links for parents/carers, staff and other interested parties.
- managing our before and after school club bookings, payments and invoicing system.
- managing clubs, payments, trips and other school events.
- maintaining and updating our school records and website.

We are looking for somebody with the following skills:

- Maths and English at GCSE grade 5 or above (equivalent to grade c or above)
- Excellent interpersonal and communication skills, both verbal and written, and the ability to liaise confidently with staff, pupils, parents, carers and other visitors to school.
- Advanced IT skills, including Excel, word and Outlook.
- Excellent administrative and organisational skills and be able to work individually or as part of a team.

Interested candidates are requested to apply online for this post at www.prospectsonline.co.uk . Please ensure you read the application details and the job description/person spec to check you meet the criteria before completing an application form.

Closing Date: Monday 7th October at 9am

Interview Date: Wednesday 9th October

We are committed to safeguarding and promoting the welfare of children

All posts are subject to an enhanced DBS check.

Proof of eligibility to work in the UK will be required.

Please note: CV's are not accepted for this post.