



Temporary Part Time Office Administrator

To help run the school's busy office, we are looking to appoint a part time Office Administrator. Ideally, we would like someone to start straight away, who can work the following days and times per week:

Monday 8:30 – 1:30pm

Tuesday 1:30 – 3:30pm

Wednesday 1:30 – 3:30pm

This contract will be temporary until 31st August 2020. Total hours: 9 hours per week. Hourly rate: £9:36

The ideal candidate will demonstrate the following:

- Able to work within a school environment and with children.
- Professional when dealing with parents and visitors.
- Is confident and can demonstrate good communication skills.
- Very organised when working.
- Thrives when working to deadlines.
- Confidential and trustworthy.
- First Aid trained (desirable)
- Contributes well within a team and goes above and beyond.
- Uses initiative when a problem arises and is effective in creating a solution.
- Is willing to carry out relevant training specific to the role.
- Qualifications in English and Maths (GCSEs or their equivalents).
- Conscientious and thorough in completing a task and able to carry out administrative jobs to the highest standard:
 - Drafting a letter.
 - Sending emails.
 - Photocopying.
 - Filing.
 - Answering and making calls on the telephone.
 - Greeting visitors.
 - Checking registers and school lunches.
 - Confidential when talking to parents.
 - Completing a task on time as directed by the Headteacher.

Closing date Wednesday 11th March 2020 12pm

If you would like to apply for this position, then please contact the school office for more details.

Tel: 01453 542706