

FEDERATION OF NETTLESTONE & NEWCHURCH PRIMARY SCHOOLS

OFFICE ADMINISTRATOR/ FEDERATION SUPPORT
Newchurch Primary, School Lane, Newchurch PO36 ONL

www.newchurchprimaryschool.co.uk

Executive Headteacher: Miss Kirsty Howarth

**Salary: Scale : Hay Grade 6
(actual salary £16,255 - £17,250)**

35 Hours : 8.30am - 4.00pm Mon - Fri (term time only)

Required in September 2020, the post holder will be part of our existing happy and hardworking administration team providing support to the children, families and staff at Newchurch Primary School. You will be extremely personable with excellent communication skills both on the telephone and face-to-face. We are looking for an excellent and enthused administrator who will bring additional skills and efficiency to our highly regarded admin team.

Although with a clear focus on receptionist duties, the post holder will also support the 'back office' business functions of the Federation. We are looking for a person who will bring natural organisation skills to the role as well as a liking for accuracy, planning, analysis, and reporting. It is essential that the post holders have excellent and demonstrable competency in MS Office packages including Excel. Experience of school systems such as SIMS would be advantageous, although training will be provided. You will need to work in an efficient manner and have a "get the job done" attitude.

The position is to start as soon as possible in September 2020

The successful applicant will:

- Be a strong team player
- Have excellent communication skills and a caring approach to children and adults
- Have confidence in dealing with a diverse range of people both on the phone and face to face.
- Have excellent problem solving skills, alongside the ability to be flexible and adaptable in a constantly changing environment
- Have excellent Literacy and IT skills - competence in the use of Microsoft Office, especially Word and Excel
- Be confident and pro-active in using effective systems in a busy school office e.g. admissions, census returns, online payments
- Understand the importance of safeguarding and be able to maintain the Single Central Record
- Recognise the need for confidentiality and data protection (GDPR)
- Be willing to undertake training
- Be able to remain calm, maintain a professional image and have a welcoming and friendly smile!

If you would like to discuss this position please contact Mrs Petrossian, Business Manager on 07792199691 or email businessmanager@nettlestoneprimaryschool.co.uk.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. We are an equal opportunities employer and welcome applications from all sections of the community.

An application pack is available to download from our website.

Closing date for applications : Friday 14th August 2020

Interviews are scheduled for week commencing Monday 24th August 2020