

## **Waterside Primary School**

Administrative Assistant

\* Closing Date: Monday 19<sup>th</sup> February 2018 (Midday)

\* Interview Date(s): Tuesday 20<sup>th</sup> February 2018

\* Job Start Date: ASAP

\* Contract/Hours: 16.5

\* Salary Type: Grade B

\* Contact Email Address: [K.Reeves@Waterside.hants.sch.uk](mailto:K.Reeves@Waterside.hants.sch.uk)

## **Job/Person Summary**

We are looking to appoint an Admin Assistant to join our busy, friendly and supportive team. The successful candidate will act as first point of contact for general parent/pupil/visitor enquiries. You will be expected to be able to work with a range of administrative systems and procedures to meet school requirements. Accountabilities will include administration/finance support and most importantly pupil welfare. The ability to multi task is also very important in a busy school office.

We are looking for someone who is cheerful, reliable, flexible and enjoys working as part of a team. Is enthusiastic, can prioritise workload and has an aptitude for administrative work. Great organisation and communication skills are a prerequisite.

## **Role requirements:**

GCSE English in Maths at grade C or above.

School office experience preferable, use of SIMS, TUCASI and EXCEL.

Basic computer and keyboard skills

## **Applications Procedure**

Visits to the school are encouraged and our acting Head Teacher, Emma Moakes who will happily give you a tour of our school, and discuss the role and opportunities further. Application forms can be found by following the link provided or can be requested from the school office. Please contact Kerrie Reeves, School Business Manger to talk further about our school and the role.

[Kerrie.Reeves@waterside.hants.sch.uk](mailto:Kerrie.Reeves@waterside.hants.sch.uk)

Waterside Primary School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.