



Woodstone Community Primary School
Heather Lane, Ravenstone, Leicestershire, LE67 2AH
Telephone: 01530 519473



Administration Assistant - Permanent

The Headteacher and Governors are looking for an enthusiastic and highly motivated person to work in our school office and support our Business Manager and Senior Leadership team

Start date: 4th January 2021 (38 week contract)

Salary: Grade 5 (£18,933 full time, £13,802 actual)

Contract: 32.5 hours per week – (8:00am – 3:30pm)

Would you like to join a friendly, caring school which has high expectations of all children and staff, a school with supportive parents and children who want to learn?

If so you are just what we are looking for!

The successful candidate will communicate effectively, placing high value on the importance of relationships at all levels and be able to work within a busy school environment.

The ability to think on your feet and smile in the face of adversity are key skills in this role.

The post holder will support stakeholders with a variety of administrative duties using ICT packages together with good written and verbal communication skills, whilst having the ability to juggle a variety of tasks.

The successful candidate will:

- Have effective communication skills
 - Be computer literate and have good Literacy and Numeracy skills
- Have organisational skills and the ability to work under pressure and to deadlines
 - Be able to manage our cashless payment system
 - Have a high level of professionalism and expectations for themselves
 - Be creative in their approach to dealing with everyday problem solving
 - Be flexible to meet the demands of the role
 - Have experience of working in an office environment, preferably a school
- Have firm knowledge of a range of ICT packages including Microsoft software
- Be able to demonstrate an understanding of and have commitment to equal opportunities
 - Work well as part of a team

What we offer:

- Continuing professional development opportunities
- An opportunity to be part of a dynamic and supportive team
 - Support of a very strong school community
 - Term time hours
 - Fantastic working environment

How to Apply:

- eteach www.eteach.com
- EMSS Jobsite <https://jobs.emss.org.uk>
- download an Application Form and Job Description from our website www.woodstoneprimary.co.uk

Closing date: Friday 4th December 2020 at 9:00am

Interviews: Wednesday 9th December 2020

Woodstone Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all people to share this commitment. An enhanced DBS check is required for all successful applicants.