ADMINISTRATION AND ATTENDANCE OFFICER

Permanent, term time plus 2 week, 35 hours a week.
FTE £25,583.00 - £25,989.00 per annum
Pro rata £21,348.60 - £22,073.29 per annum, including an allowance for holiday pay

Felix Primary School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

This is a school in which our community and the children in our care are at the heart of everything we do. We are very proud of our school and the work that all our children and staff do here. We believe in supporting the whole child as an individual and our school has something for everyone throughout their journey from Reception to Year 6.

As a small local school, we aim to create an outstanding learning community for each and every pupil; inspiring them with a love of learning and ensuring that they have the appropriate skills to help move forward confidently up to high school.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as an Administration and Attendance Officer.

The Role

We are looking to recruit an efficient, flexible and reliable individual to join our Office Team. The successful applicant will be required to maintain and monitor student attendance, arrange meetings, and provide an efficient and effective administrative and secretarial service to the Safeguarding Team. To manage Reception. To assist in providing a high standard of administrative support within the school. Experience of working with school management systems would be an advantage.

Application Closing Date will be – Applications considered on receipt
Interview date – TBC

Applications will be considered upon receipt; therefore, early applications are encouraged.

Please apply at:
https://ce0200li.webitrent.com/ce0200li_webrecruitment/wrd/run/ETREC179GF.open?WVID=58214202FG&VACANCY_ID=0607556slq

The Trust is committed to safeguarding and promoting the welfare of children, therefore all applicants must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust welcomes applications from all sectors of the community. In accordance with the Department of Education's "Keeping Children Safe in Education", references will be sought on all short-listed candidates before interview.