



Admin Assistant

Post title:	Admin Assistant
Salary Range:	NJC scale 5, Point 9-13 depending on experience (FTE £25,119 to £26,873 pa)
Hours:	Approx 18 hours per week / 39 weeks per year, times and days to be discussed at interview
Contract Type:	Part time, permanent
Responsible to:	Office Manager

We are seeking to appoint a professional and organised person who can provide daily administration of the school office including management of IT systems and who is able to communicate with staff, parents and all external visitors. The ideal candidate will have experience of word processing and receptionist work.

The successful candidate will:

- Uphold their duty with respect to safeguarding of pupils, following training;
- Understand basic financial and procurement terms and procedures
- Be able to communicate with all stakeholders
- Have excellent organisation skills
- Have experience of working in a busy office and various IT systems
- Provide first aid

Desirable: (training will be given if required)

- Knowledge of using Arbor management information system and Access financial system;
- An existing understanding and experience of working in a school environment;
- Good working knowledge of Microsoft Office e.g. Outlook, Excel, Word and E-Forms

If you are interested in applying, please visit our website www.buckdenschool.co.uk and search for School Vacancies or contact Gill Tipping via email gtipping@bpa.act-academytrust.org

Please note that CVs cannot be accepted. Successful candidates will need to undertake an enhanced DBS check. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Closing Date: Monday 7th October at 12pm

Interviews: Monday 14th October