NETLEY
PRIMARY SCHOOL
AND CENTRE FOR AUTISM

Admin Assistant
Salary: Grade 4 35 hours a week (term time only + 2 days)

Required immediately (or as soon as notice periods allow)

This is an exciting opportunity for an experienced administrator/receptionist to work in our thriving Rights Respecting School. We are looking for someone who aspires to widen their experience in administrative responsibility. The position will suit an organised, conscientious individual who has the flexibility and positivity to support a newly established administrative team. This is a full time permanent term only position.

We are a two form entry primary with an autism resource base for 28 pupils and a centre for two year olds. Netley Campus also comprises an Adult Learning Centre, Camden's Primary Pupil Referral Unit and an NHS Language & Communications Team.

We are looking for a candidate who:

- has an excellent telephone manner
- has excellent oral and written skills and attention to detail
- has excellent IT skills
- is able to provide general office skills including ordering of resources and filing
- experience of using a school based management system would be essential
- can ensure all visitors are aware of safeguarding procedures and security and safety issues, including evacuation procedures.
- is a proven, successful team player with excellent interpersonal skills

We can offer:

- excellent professional development
- a happy, strong, supportive staff team
- a genuinely inclusive school with a positive and caring culture
- a central location with good transport and cultural links

Visits to the school are warmly welcomed. Please email jobs@netley.camden.sch.uk to enquire.

A full Job Application Pack (including the Job Description, Person Specification and Application Form) can be found on our website, https://www.netley.camden.sch.uk/vacancies/

Closing date for applications: 12 noon Wednesday 25th May 2022 Completed applications should labelled 'Admin Assistant' and sent to jobs@netley.camden.sch.uk

Interview dates: Week beginning 6th June 2022

Netley Primary School is committed to safeguarding and protecting the welfare of children and staff. The successful candidate will be subject to an enhanced DBS disclosure. We are an equal opportunities employer.