

**No Limits to Learning**

Wraysbury Primary School

Welley Road, Wraysbury, Staines, TW19 5DJ

Phone: 01784 482603

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**Admin Assistant**

**35 hours a week (term time only)**

**8.00am- 4.00pm (1-hour lunch)**

**Scale 3 pt 5-6**

**£25,263 - £25,685 FTE per annum but pro rata for term time only**

**Actual salary approx. £1553-£1581 per month**

**Required for June 2023 or ASAP**

We are looking to appoint an enthusiastic and self-motivated Admin Assistant to join our busy school office team. Excellent interpersonal and organisational skills are essential.

We are looking for someone who is able to juggle priorities and is used to working in a busy environment. The successful candidate will also possess a good working knowledge of Microsoft Office, in particular, Word, Excel and Outlook. Experience of using ARBOR or SIMS would be beneficial as the role will involve data input and generating reports.

Part of the role will involve PR and Marketing and so experience of all forms of social media would be helpful.

For further information and to receive an application pack, please contact Mrs Wilson, Business Manager on the above email address. Visits to the school are also welcome - please contact to make an appointment.

**Closing date:** Friday 24th May at midday, however applications will be considered upon receipt.

*Wraysbury Primary School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check*.

*We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief.*