**Administrative Officer required to start September 2024**

Clare House Primary School, Overbury Avenue, Beckenham, Kent, BR3 6PY

Tel. 020 8658 4633

**Administrative Officer required to start in September 2024**

Salary: **BR6 (17-21) £22,372 - £24,537 (actual) dependent on experience**

**36 hours per week Monday to Thursday 8.30am – 4.45pm, Friday 8.30am – 4.30pm, 40 weeks per year**

We are looking for a highly effective, organised and efficient Administrative Officer. The successful candidate will be the first point of contact for pupils, parents/carers and visitors to the school.

A positive attitude and calm manner with the ability to prioritise a demanding workload and produce a high standard of work is vital. You will be an excellent communicator, efficient, adaptable, have a professional approach and be able to deal with parent/pupil/visitor matters both face to face and in writing.

Please see the attached job description for a summary of responsibilities.

Impact Multi Academy Trust is a multi-academy trust currently made up of 7 schools. We are a group of schools striving for academic excellence, outstanding pastoral care and whole child development. The combined experience of leadership and management of our highly successful schools will continue to be a key factor in ensuring the success of Clare House Primary School.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The posts are subject to an enhanced DBS check, social media check, Barring Services and satisfactory references. We have a range of policies and procedures in place which promote safeguarding and safer working practice across the school.

We particularly welcome applicants from ethnic minority backgrounds as they are currently under-represented on our staff body.

We recognise the vital contribution that members of a diverse team make to our pupils’ learning.  The range of cultural experiences, differing viewpoints and role models this brings is essential in our Trust and we recognise the gap that would be left in our offering without these.

If you are interested in applying for this position, please download an application form from this website and once completed, post it to the school office at the above address or email it to [admin@clarehouse.bromley.sch.uk](mailto:admin@clarehouse.bromley.sch.uk).

Closing Date: **Noon on Monday 8th July 2024.**

Interviews will be held on the **11th and 12th July 2024.** (If you are not contacted by this date, you should presume your application was unsuccessful).