



## Administrative Assistant

Catcott Primary School is a small but lively, rural school with a team of experienced and friendly staff. We have a strong ethos of working with the community and our environment. We are now looking for an Administrative Assistant to join our growing team.

Full/Part time	Part time 20 hours per week to include lunch cover.
Grade	14 (4-6)
Annual Salary	£23,114 - £23,893 (FTE)
Hourly Salary	£11.98 - £12.38
Permanent/Temporart	Fixed term until 31.08.25

Our School has a dedicated and experienced team of teaching and support staff. We have strong links with the local community and have extremely supportive parents.

We are seeking to appoint a keen administrator who is:

- Able to organise and prioritise daily workload.
- Able to adapt to the demands of the busy school day
- Efficient in the use of Microsoft Office
- Familiar with working in a school environment
- An excellent communicator with good presentation skills, both written and verbal

A full job description can be found on our school website, together with more information about our school. This is a part time, term-time only role including INSET days. This is a fixed-term contract until 31/08/25 in the first instance subject to restructuring.

Prospective candidates are warmly invited to contact the school and a visit to the school to meet with the Headteacher, staff and children. If you would like to arrange this, please book an appointment with our Office Manager, Lily Collins, via email [office@catcottprimary.co.uk](mailto:office@catcottprimary.co.uk)

Catcott Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment.

Application packs are available to download from the school website and are to be returned to the school - [office@catcottprimary.co.uk](mailto:office@catcottprimary.co.uk)

This post is subject to Safeguarding Procedures and will be subject to a satisfactory enhanced DBS check.

Closing Date: Friday 6<sup>th</sup> September 2024

Interviews: Week Beginning Monday 16<sup>th</sup> September