



## *Comber Grove Primary School*

**Job title:** Admin Assistant

**Salary:** Grade 4

**Hours:** 35 hours per week, term time only

**Contract type:** Permanent

**Reporting to:** School Business Manager

**Purpose:** To co-ordinate all administrative functions in order to assist in the smooth running of the school and to maintain accurate accounts and systems of financial control as regards delegated financial duties. As part of your duties, you are expected to work in conjunction with the line manager.

1. To be responsible for assisting in managing the school office.
2. To assist in the maintenance of the various school computerised databases of pupil and staff information.
3. To provide administrative support to the school teacher(s) as appropriate.
4. Financial Administration.

We are currently seeking a talented, forward thinking and experienced school administrator committed to promoting and developing positive, professional relationships with staff, pupils and parents. The successful candidate will bring an innovative and creative approach to supporting the smooth running of the school office.

Visits to the school are warmly welcomed, please contact the school office for an appointment.

If you are looking to join a dedicated team in a school, we would like to hear from you.

**Closing Date:** Noon on Friday 8<sup>th</sup> October 2021

**Shortlisting:** Monday 11<sup>th</sup> October 2021

**Interviews:** Thursday 14<sup>th</sup> October 2021

Comber Grove Primary School is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation.