

# VACANCY: ADMIN ASSISTANT

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*



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|------------------------------|---|
| <b>Post Commences:</b>       | Immediate start   |
| <b>Contract type:</b>        | Permanent   |
| <b>Salary:</b>               | Grade 5, points 5-7   £19,312 - £20,092 FTE   £11,924 - £12,406 PRORATA   |
| <b>Hours:</b>                | 27.5 hrs per week (Tues, Thurs (08:30-16:30), Mon, Wed, Fri (08:30-13:00) |
| <b>Application Deadline:</b> | <b>By 4:00pm on Monday 18<sup>th</sup> October 2021</b>                   |
| <b>Interview:</b>            | <b>Thursday 21<sup>st</sup> October</b>                                   |

We are looking to appoint an Administrative Assistant with excellent organisational skills, an eye for detail, efficient working practices and a capacity to learn quickly. Longthorpe is a great place to work with a strong staff team that welcomes applications from dedicated people with a good sense of humour.

## We are eager to hear from you if you:

- have experience of working within a school office
- are an enthusiastic, flexible person with a can do attitude
- have a strong sense of commitment and a sound work ethic
- are able to communicate clearly and effectively to all staff, pupils and members of the public
- are able to relate well to people on the telephone and in public and remain calm in challenging situations
- have well developed interpersonal skills and work well as part of a team
- have knowledge and experience of working with information systems, spreadsheets and databases
- have a high level of IT, literacy, numeracy and secretarial skills

## How to apply:

1. Please download (complete and return) the **application form** from our website: [www.longthorpe.net/about-us/vacancies](http://www.longthorpe.net/about-us/vacancies)
2. Please provide with your application a **covering letter** (no more than 2 pages) outlining the skills and attributes that would make you a good candidate for the job.
3. Please email your application form and covering letter to: [office@longthorpe.peterborough.sch.uk](mailto:office@longthorpe.peterborough.sch.uk)

If you do not get short listed for this particular post, please do not let this deter you from applying for any future positions.

*The successful applicant will be employed subject to satisfactory references, acceptable health and DBS safeguarding checks. Canvassing any member of staff or the governing body, directly or indirectly, is prohibited and will result in a disqualified application. Staff recruitment and selection is conducted in line with our Equality and Diversity, Safeguarding, and Recruitment and Selection policies.*

**Ryan McLay – Headteacher**      **Sam Harris - Deputy Head**

Longthorpe Primary School, Bradwell Road, Peterborough, PE3 9QW, Tel: 01733 265959

