

FOR INFORMATION
Cirencester Kingshill School

**Administrative Assistant to the Reception Manager /
Administrative Assistant to the Examinations Officer / First Aider**

Cirencester Kingshill School is a very busy environment and the staff are friendly and helpful. We currently require an Administrative Assistant to work within our Reception/Main Office alongside the Reception Manager/Examinations Officer and support them in their role.

We need a post holder with good IT skills, someone who can prioritise work effectively, and can communicate well on the telephone, by email and on a face-to-face basis with staff, parents and visitors to the school. The successful applicant will need to be able to work as part of a team and independently, be able to handle data and have excellent interpersonal skills. Confidentiality is also an important aspect of this role.

A working knowledge of SIMS would be beneficial although training can be arranged. The post holder will also be required to be a first aider and undertake the necessary First Aid course as set by the school.

Please see the job description for this post for a comprehensive list of all duties and responsibilities.

Holidays

The post is term time excluding Inset days which totals 43.41 weeks of the year. This includes 24.5 paid days holiday rising to 29.5 after 5 years continuous service plus statutory holidays. Holidays must be taken during the school holidays.

Please note that following a recent Supreme Court ruling, holiday pay entitlement is being reviewed and any change will be updated and backdated to the start date of the post holder.

Hours

32 hours and 55 minutes per week at the following times:

8.00am – 3.00pm Monday – Friday, which includes a 20 minute paid break (if working more than 4 hours per day) and a 25 minute unpaid lunch break, to be taken at times agreed with the Line Manager.

The post holder will be required to attend 2 results days in August each year and this will work will be paid on a claims basis or taken as time off in lieu, as agreed in advance with the Line Manager.

Salary Scale

Salary Scale Grade E point 4 – 8 £19,264 – £20,852 pro rata.

Actual salary per annum is £14,264.82 – £15,440.72.

Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

How to Apply

- Please complete the Application Form for Support Staff (available via the school vacancies section on the school website).
- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.

Please note that applications without the above being completed/included will not be accepted.

- It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role of Administrative Assistant to the Reception Manager/Administrative Assistant to the Examinations Officer/First Aider.

Please email completed application forms and relevant documentation to jobs@cirencesterkingshill.gloucs.sch.uk or post to Cirencester Kingshill School, Kingshill Lane, Cirencester, Gloucestershire, GL7 1HS.

Closing date for receipt of applications is midday Wednesday 28th September 2022
Interviews – week commencing 3rd October 2022

(We reserve the right to close this recruitment earlier if there is a sufficient number of applications)

We look forward to hearing from you. If you require any further information please do not hesitate to contact the school.

Miriam Hall

Personnel Officer

Email: mhall@cirencesterkingshill.gloucs.sch.uk Telephone: 01285 651511 ext. 203