**Administrative Officer – Pupil Services**

**(One year fixed term – maternity cover)**

**Required from January 2024**

**To work full time (36.25 hours per week), full year**

**Band 3: £23,893 to £25,979 (scp 6 to 11)**

We are looking to appoint an admin officer, to work as part of our pupils services team to support the management of attendance and pupil well-being, to ensure the best possible outcomes for pupils.

In this role you will support a range of admin functions including attendance, signing in late pupils, reception cover etc. Duties will include inputting pupil data onto the SIMS system and being a point of contact for pupils on a range of matters. Accuracy and attention to detail is essential in all areas of work.

The successful candidate will have excellent communication skills, be able to work as part of a team or independently using own initiative and be able to handle situations sensitively and compassionately.

Candidates must be available to work Monday to Friday, 8.00 am to 4.00 pm (hours include a 45 mins unpaid lunch break)

**To Apply:**

The job description and application form are available on the school’s website: <http://www.bthcc.org.uk/job-vacancies/>

Completed application forms should be returned via e-mail to: [recruitment@bthcc.org](mailto:recruitment@bthcc.org)

All applications should be made using the CES application form

For informal enquiries about the post, please contact Jen Simister, Data Manager, [jennifersimister@bthcc.org](mailto:jennifersimister@bthcc.org)

**Closing date for applications: 9 am on Friday, 1st December 2023**

**Interviews will be held: week commencing Monday, 4th December 2023**

*Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education (KCSIE) on line/social media checks may be undertaken for shortlisted applicants. An enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment clearances, for the successful applicant.*