

Vacancy - Business Support Officer, Gleadless Primary School

Start Date - 4th November 2024

Grade 3, SCP 5 - £23,500 FTE. (£9,560.28 Actual Salary)

This is a temporary position covering maternity leave, starting on 4th November 2024 and ending on 18th July 2025.

Closing date for applications: Tuesday 22nd October 2024, 8am.

The Governors of Gleadless Primary School are seeking an excellent and committed **Business Support Officer**. This is a **temporary** maternity cover position, working 17.5 hours per week, until the 18th July 2025 (term time only) within our hardworking and supportive school. Hours of work are 12:00pm - 3:30pm, Monday - Friday.

Gleadless Primary School is a two form entry school with approximately 435 pupils on roll, situated to the south east of the city. This position represents a fantastic opportunity to join our friendly and ambitious team. Gleadless colleagues are known for their team approach, as well as their unwavering commitment to our fantastic pupils and community. Gleadless Primary School is now a proud member of Sheffield South East Trust.

We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check.

This will include but is not limited to:

- Undertaking routine administrative duties, such as answering telephone calls, handling parental enquiries and handling sensitive information.
- Completing administrative tasks in a punctual and efficient manner, such as compiling data, reports and composing emails.
- Completing daily attendance and dinner registers with efficiency and accuracy.

We are looking for a colleague who:

- Has a positive attitude towards contributing to the school ethos.
- Is friendly, approachable and committed.
- Is punctual and flexible to meet the needs of the school.

We can offer you:

- A very friendly and mutually supportive place to learn and work
- The chance to have a real impact, making a positive difference to our children's lives and the working environment of the school.
- A professional and committed staff and governor team with a positive attitude.
- A supportive community who want the best for their children
- Enthusiastic learners who deserve only the best!
- Regular, high quality professional development opportunities

More information about our school can be found at our school website:

<http://www.gleadless.sheffield.sch.uk/>

In order to apply for this role, you must have completed the Support Staff application form.

Please return your completed application form by email and addressed to the School Manager, Mr. L Frost: recruitment@gleadless.sheffield.sch.uk by Tuesday 22nd October 2024