



Mereside C of E Primary Academy

Post Title: Office Admin Assistant

Education Stage: Primary

Contract Type: Permanent

Working Pattern: 32.5 hours a week, term time only + PD days

Pay Scale: Grade 2, £11.79 per hour. £22,737 FTE. Actual annual salary £16,627.

Closing Date: 15th October 2024 – 12.00pm

What skills and experience we are looking for

We are seeking a highly motivated, passionate, and organised individual to join our dedicated team as an Office Admin Assistant at Mereside C of E Primary Academy. The successful candidate will be a natural team player, demonstrating the ability to work proactively within a busy school environment and independently manage their own tasks.

The role requires a solution-focused mindset, enabling you to swiftly address challenges and contribute positively to the smooth running of the school office. As the first point of contact for parents, visitors, and staff, you will embody the welcoming spirit of our school, serving as the face of Mereside C of E Primary. Excellent communication skills are essential; you must be able to articulate information clearly, answer queries, and engage with the school community in a friendly and approachable manner. A sense of humour is highly valued, as it can help create a positive atmosphere for both staff and visitors alike.

You will need to maintain a calm and cheerful disposition, particularly in high-pressure situations, ensuring that every interaction reflects our commitment to excellent customer service. Confidentiality is paramount in this role; therefore, it is essential that you can handle sensitive information discreetly and professionally. Your approach should always be polite and supportive, making both staff and parents feel valued and heard.

Proficiency in a range of computer programmes is crucial for this role, and while proficiency in SIMS and other school based systems like SQuid is desirable, we will provide the necessary training for those willing to learn. Key responsibilities will include maintaining attendance registers, accurately recording student information, and managing the organisation of school trips and events throughout the academic year. Additionally, you will be responsible for writing newsletters and other communications to parents and guardians, ensuring that they are kept informed of school news and events.

What the school offers its staff

At Mereside C of E Primary School, we pride ourselves on fostering a family feel among our staff. Our school culture is built around collaboration and team working, where each member of staff is encouraged to contribute to a positive and productive environment. Our supportive Senior Leadership Team (SLT) is committed to the well-being of our employees, providing guidance and assistance whenever required.

We understand the challenges of working within a school environment, and as such, we offer an Employee Assistance Programme (SAS and BYond) designed to support staff in both their professional and personal lives. This resource provides access to counselling, advice, and a variety of wellbeing programmes, ensuring that you have the tools to thrive both at work and at home.

We believe in investing in our staff's development, offering opportunities for professional progression and continuous professional development (CPD) to help you expand your skills and advance your career within the education sector. Regular CPD sessions and training workshops will ensure that you stay at the forefront of best practices in school administration.

If you are ready to make a significant and positive impact in our school community while growing in your professional journey, we would love to hear from you! Join us at Mereside C of E Primary Academy and become a valued member of our team.

Mereside C of E Primary is committed to safeguarding and promoting the welfare of all pupils, the successful candidate must receive a satisfactory enhanced DBS check before taking up the post. A declaration regarding spent and current convictions forms part of the application process. Online searches will be conducted prior to shortlisting and right to work checks will be completed at interview.

Please send completed application forms to jobs@mereside.shropshire.sch.uk

