



Vacancy for an Office Administrator

About the role

Office Administrator Grade 5 - Early January 2025 Start

Fixed Term – 1 Year

If you are looking for an interesting and varied job, where no two days are the same, this could be the job for you!

We have an exciting opportunity for an Office Administrator to join our fantastic office team in our School. The main duties will include front line office and telephone, administration of children's attendance, correspondence and other general administrative support. There would also be a focus on the lead of administration for the school's MIS systems (Arbor and School Grid).

The right candidate would have excellent communication skills, teamwork, a good sense of humour and the ability to use initiative when dealing with problems. Previous office admin experience is desirable, or work that would use a similar skillset, as are good IT, numeracy and literacy skills. A working knowledge of the Arbor system would be an advantage, but specialised training in school software packages will be provided where necessary.

At our school we offer:

- Subsidised wrap around childcare at our school for employees
- A very supportive team and wonderful staff
- Healthcare benefits including 24 hour GP helpline,

- Lots of social staff events

Hours: 8:00am – 4:00 pm term time only plus 5 inset days (35 hours per week)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We reserve the right to appoint prior to the closing date so encourage early applications.

To apply for this vacancy, please send a cover letter and an application form to Paula Flint, School Business Manager, to pflint1.211@bonner.school. Please note that we do not accept a cv as a form of application.

Following the shortlisting stage, and before making a final decision, the School will collect and process information publicly available about you by conducting a brief online search using an internet search engine. We do this to ensure that the school acts in accordance with its obligations set out in Keeping Children Safe in Education.

Applications close on 5th December 2024 at 12 noon.

Interviews will be held on Thursday 12th December.