



Executive Headteacher – David Bertwistle

head@dvsf.w-sussex.sch.uk

We are looking for an

ADMINISTRATION ASSISTANT

to join our busy school office

Thursday 8.30am – 3.45pm (6.75 hours/week)

Grade 3 (£22,737 - £23,114 pro rata)

Term time only

We need a **well-organised** and **flexible** person
with **outstanding inter-personal skills**

to provide vital administrative support for our school in the office. Previous school office experience and a working knowledge of Bromcom would be desirable.

Our small school is set in a beautiful South Downs village
and is part of the Downland Village Schools Federation.

The following tasks are typical to the day to day running of the admin office:

- Greeting visitors, answering telephone and email enquires
- First point of contact for parents, governors and visitors
- Recording pupil information on Bromcom and attendance checking
- Managing the school diary
- First aid support
- Supporting the members of the team
- Opening and redirecting post
- Liaising with other Office staff in the federation

Rake C E Primary School

London Road

Rake, Hampshire

GU33 7JH

01730 892 126

office@rake.w-sussex.sch.uk

Compton & Up Marden C E Primary School

School Lane

Compton, Chichester

PO18 9EZ

02392 631 900

office@cuprimary.school

Rogate C E Primary School

School Lane

Rogate, Petersfield

GU31 5HH

01730 821 329

office@rogate.w-sussex.sch.uk

Person Specification:

Skill	Essential	Desirable
Qualifications and experience		
Experience working in a school		X
Experience using schools systems (Bromcom)	X	
First Aid qualification		X
Skills and abilities		
Ability to work as part of a team environment	X	
Strong inter-personal skills	X	
Exceptional communication skills with pupils, staff and parents	X	
Be able to use Microsoft office and Teams confidently	X	
Ability to format letters	X	
Ability to work accurately, paying attention to detail	X	
Ability to work independently and use initiative	X	
Excellent literacy skills	X	
Personal Qualities		
Enthusiastic	X	
Professional	X	
Reliable, honest and trustworthy	X	
Respects confidentiality	X	
Flexible	X	

Visits to our school are recommended - please ring 02392 631900 for an appointment.

Closing date – Tuesday 1st October

Interviews – TBC

Start date – ASAP