



'Being Better Every Day'

Receptionist & Administration Assistant

SS Grade 6, points 14-16 £20,853 – £21,695 f.t.e

8.30am to 4.15pm, Monday to Friday

Oakwood Primary Academy is a two-form entry primary school in Eastbourne, for pupils aged 4-11. We currently have over 300 pupils on roll. The majority of our pupils come from the local community – a community we are proud to serve. We are a school that is undergoing a transformation and is committed to raising standards for all our pupils. Our four values of **'Knowledge, Equality, Determination and Achievement'** underpin everything that we do, belonging to every pupil. These help to create our vision for the school of **'Being Better Every Day'**.

We are seeking to appoint a Receptionist & Administration Assistant to work in our school office to provide a friendly welcome to our pupils, families and visitors to the school. Ideally you will have previous office experience and be comfortable working in a busy environment and able to work effectively with a variety of daily tasks, including the responsibility of dealing with pupil admissions to the school. We wish to recruit a candidate who has experience of working as part of a team but also someone who can take the initiative to work independently as required.

You will possess excellent keyboard and organisational skills; ideally with experience of using Word, Excel and Outlook. Previous experience of working within a school environment and a knowledge of data entry would be an advantage, however, training will be available. You will have responsibility for updating the schools' information management system (Arbor) as well as playing an important part in welcoming new pupils into school and dealing with Admissions. Part of the role includes first aid duties for our pupils and therefore a current First Aid qualification would be desirable, however, training would be arranged for the right candidate.

Visits to the school are warmly welcomed. Kindly contact Mrs Susan Hubbard, School Business Manager to arrange a visit and to request an application pack. You may email shubbard@auroraacademies.org or call the school office on 01323 501251 during school hours.

Further information about the school can be found at: www.oakwoodprimaryacademy.org.

The school has a commitment to safeguarding children and all posts are subject to enhanced DBS clearance, pre-employment health questionnaire and two satisfactory references.

Closing Date for applications: Tuesday 31st May 2022

Shortlisting: 6th June 2022 with interviews on Friday 10th June / Monday 13th June 2022

Start date: July 2022