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**South Milford Primary School**

**Administrative Assistant**

Administrative Assistant: Grade C point 2

Closing Date: Wednesday 8th January noon

Interviews will be held: w/c 13th January

Vacancy Hours: 12 hours per week (must be 8am-4pm on Wednesday plus other hours to be negotiable)

Contract Type: Established post, Term time only + training days

South Milford Primary School, are seeking to appoint a highly motivated, enthusiastic administrator, with appropriate experience of a busy office. Previous experience of working in a school environment is desirable.

You will have GCSE grades A-C in Maths and English or an equivalent qualification.

You will have excellent interpersonal and communication skills, both written and verbal, providing a first point of contact in reception for telephone enquiries, welcoming children, parents/carers and other visitors to the school.

You will have experience of using computer applications and ICT including word processing, spreadsheets, internet including email and experience of using MIS systems would be advantageous.

The role will involve frequent informal contact with pupils throughout the school, liaising with visitors and parents, answering the telephone, as well as a range of administrative duties including drafting letters, using ParentPay, photocopying, organising transport, etc.

To commence at earliest possible date by agreement.

We are looking for a good team player, who is able to work well as part of our team, with a flexible approach, as well as an ability to foster excellent working relationships with both adults and children.

Enhanced DBS clearances and references will be obtained prior to appointment.

***Prospective candidates are welcome to come and meet the team and discuss the role in person.***

Further details can be obtained from Mrs Melanie Lawrence, Headteacher.

South Milford Primary School, Sand Lane, South Milford, LS25 5AU

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