**Temporary Admin Assistant – Maternity Cover**

Riverside School, Tadcaster

Headteacher: Ian Yapp NOR: 433 (inc 26 FTE Nursery)

Grade C SCP 2-4 (£8507.44 - £8777.10 actual salary)

21 Hours per week term time only Mon – Wed 8.15a.m.–4.00 p.m.

**Required from Easter 2020 .**

An exciting opportunity has arisen to provide temporary administrative support in a vibrant and busy primary school based at Riverside, Tadcaster part of the formed STAR MAT Academy.   
The Governors are seeking to appoint an Administrative Assistant working 21 hours per week, term time only, with the flexibility of working additional hours as and when required. The successful candidate will undertake general reception and administrative duties, with excellent interpersonal, organisational, communication, numeracy and literacy skills. A working knowledge of Microsoft Word, Excel, Internet, email skills are essential.

Candidates should:   
 \*have the ability to respect and protect confidentiality   
 \*be conscientious and professional   
 \*have excellent communication/people skills across the board   
\* be efficient and well organised

\*have a sense of humour, be friendly and personable with a glass that is “half full” attitude

\* be a good team player being able to work reactively and in a busy office environment

Duties are wide ranging and will include   
\* reception cover   
\* administrative duties as required   
\* attending the needs of pupils   
\* welcoming new admissions to the school   
\* communicating with parents via different forms of media   
\* assisting in maintaining pupil records on our MIS (Management Information System)

\* assisting in preparation reports   
\* maintaining and monitoring payments via Parentmail  
\* some financial administration duties

We can offer

\*A friendly, forward thinking and professional working environment

\*Ongoing training and CPD opportunities.

The post holder will be working as part of our small administrative team, reporting directly to the School Business Manager and Headteacher.

Enhanced level DBS disclosure is required for this post.

Application forms and further details can be found on the school website:

[www.rs.starmat.uk](http://www.rs.starmat.uk)

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

Riverside Community Primary School, Wetherby Road, Tadcaster, LS24 9JN

Tel 01937 832899 e-mail: admin@rs.starmat.uk

Closing Date: **Monday 24 February 2020 9am prompt**

Interviews: **TBC week commencing 2 March 2020.**