



Vacancy for Administration Assistant Rendlesham Primary School

Days: 32 hours per week, 39 Weeks
Times: 8.15am - 3.30pm (45 minute lunch unpaid)
Venue: Rendlesham Primary School with mobility across the Trust.
Salary: Point 2-4 £11.74 - £12.13 per hour but depending on experience

Details: A rare opportunity has arisen for an office administrator at Rendlesham Primary School. We are looking for someone who has a positive outlook and a sunny disposition as you will be the first impression that visitors take from our school. Your role will include communicating with parents, updating the website, pupil registration, attendance and much, much more.

You will need good IT skills and the ability to learn new systems very quickly. Training will be provided but a knowledge of educational administration and customer service will be a distinct advantage.

The Consortium Trust is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to undertake an enhanced DBS check and this may include social media checks.

We can offer:

- Competitive salary
- Full support and training from a wider team
- Wide range of staff benefits
- Extensive Wellbeing support package
- Opportunity for career progression within the Trust
- Personalised performance management

Requirements: We are looking for an Administration Assistant who has :-

- GCSE grades C/4+ or above in Numeracy and Literacy.
- Strong IT skills
- Knowledge of cash handling, banking, and financial procedures.
- Good knowledge of general office procedures.
- The ability to work on your own initiative as well as part of a team.
- The ability to prioritise workload.
- The ability to be adaptable, discreet and maintain confidentiality.
- The ability to remain calm and cheerful under pressure in a busy environment.
- can communicate clearly verbally and in writing .
- can be adaptable and resolve problems calmly.
- has a willingness to make a contribution to the general smooth running of our school.
- can adhere to policies and procedures and follow GDPR guidelines.
- has a desire to participate in school and Trust CPD opportunities.
- has an awareness of Safeguarding.

Qualifications: GCSE grade C/4+ or above in Maths and English;
Has a Good level of computer literacy.

Line manager: Academy Head

Training: As Required

Start date: 26th February 2024

Closing Date: 9th February 2024

Interview Date: 15th February 2024

For an application form and job description or further information, please contact Kathy Watts at Rendlesham Primary School on 01394 462190 or at: admin@rendlesham.org