



SCHOOL ADMINISTRATOR & RECEPTIONIST VACANCY

**Grade 3 Pts 4-6 £25,185 - £25,989 pa pro rata (pay award pending)
10 hours per week 1.30 p.m. – 3.30 p.m. Monday-Friday Term Time only**

We are looking for a well-organised, flexible and enthusiastic person to join our school and work with the School Business Manager, Finance Assistant and School Administrators in our busy office. Responsibilities are varied and will include:

- providing a friendly and efficient reception service for staff, pupils and parents both in person and on the telephone
- assisting with pupil first aid and welfare duties
- providing general clerical support using word, Excel and the schools' pupil database system SIMS, communicating with parents using EduLink as well as photocopying and using ParentPay to record receipt of money from pupils and parents

We are a friendly community school and the successful candidate must be someone with excellent communication, organisational and interpersonal skills as well as a sense of humour. The ability to remain calm during busy times of the day and deal with enquiries in a confidential and sensitive manner is an essential requirement of this role. Experience of SIMS packages is desirable but training will be provided.

Application Details:

Further details and an application form are available on our website:

<https://www.elmbridgeprimaryschool.co.uk/Vacancies>

Prospective candidates are welcome to visit the school. Please contact the school office on 01452 523632 or email admin@elmbridgeprimary.co.uk to make an appointment.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.

Closing Date for Applications: Friday 4th September at 9 a.m.

Interview Date: TBA

Start Date: ASAP

Telephone 01452 523632

E-mail: admin@elmbridgeprimary.co.uk