

Beaconsfield Primary School
Beaconsfield Road
Southall, UB1 1DR
Tel: (020) 8574 3506
Website: www.beaconsfieldprimary.org.uk
Head Teacher: Mr Dave Woods

Administrative Assistant - Grade 4 Points 18 – 21
Salary (£7604 - £8388 pa inclusive) (Term Time only)

15 hours weekly – (3:00pm – 6:00pm Mon-Fri)

(This is a temporary position through until 31st March 2018 with a possibility of becoming permanent)

Beaconsfield Primary school has a vacancy for a part-time administrative assistant to work within our admin team. We are seeking to recruit an enthusiastic and committed person with proven experience of secretarial skills and computerised office systems to provide part-time administrative support to the school admin manager and the head teacher.

You should have experience of working with senior staff, ideally some understanding of school environments and school office systems (SIMS). You must be able to prioritise your work and manage conflicting deadlines and also be a team player. The work at times will be demanding but always interesting and varied.

You should be able to:

- demonstrate excellent secretarial skills, preferably with customer facing experience in an office role
- work with a minimum of supervision
- set own priorities and meet deadlines
- liaise professionally with a wide range of people both face-to-face and on the telephone
- provide quality administrative support services and manage on-going projects
- prepare written documents relating to projects, bids and government requirements with accuracy and attention to detail
- complete general clerical and financial work

You must have experience in:

- maintaining computerised systems using Microsoft programmes inc. Publisher, Word, Excel (tested at interview)
- communication and interpersonal skills
- excellent numeracy and literacy skills (tested at interview)

We are committed to equality at work and in our community. Ealing Council and the governing body are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS) Further information can be found at www.gov.uk/government/disclosure-and-barring-service

An application pack is available to download from our website www.beaconsfieldprimary.org.uk or contact the school to discuss any aspects of this post. ***(CV's and agency applications will not be accepted)***

Closing date: Monday 25th September at 12:00noon
Interviews : Friday 29th September 2017