

## **Glazebury CE Primary School**

### **Admin Assistant: Permanent Position (subject to 6 month probation period)**

<b>Grade: 4 (Scale Point 10-13)</b>	<b>Full Time Salary</b> <b>£17,972 - £18,870</b>
	<b>Part time/term time equivalent</b> <b>£4,863 - £5,106</b>
<b>Hours:</b>	<b>12 Hours per week</b> <b>Willingness to do additional hours (if/when required)</b>
<b>Days of work:</b>	<b>3 mornings per week (Wednesday, Thursday, Friday)</b>
<b>Times of work:</b>	<b>8:30 am to 12:30 pm</b>
<b>Term Time only</b>	<b>38 Weeks per year</b>
<b>Start Date:</b>	<b>ASAP</b>
<b>Closing Date for the advert:</b>	<b>Friday 2<sup>nd</sup> November 2018 at 9am</b>
<b>Shortlisting:</b>	<b>Friday 2<sup>nd</sup> November 2018</b>
<b>Interview Date:</b>	<b>Wednesday 7<sup>th</sup> November 2018</b>

The Governors of Glazebury CE Primary are seeking to employ a friendly, enthusiastic and dedicated person to join our office team working in a busy environment, delivery in an outstanding support service to our pupils, staff, parents, governors and visitors.

The successful applicant will need to operate in a highly organised manner to cope with the demands of this busy office environment where attention to detail and confidentiality are paramount. You will need to work well as part of a team and be willing and able to work flexibly, if required. You will need to be dedicated in supporting, upholding and further developing the vision and Christian ethos of our school.

Glazebury CE Primary School offers extremely supportive and hardworking staff, governors. Well behaved, friendly and motivated wonderful children who have a zest for learning.

We are seeking an individual who will:

- Make a positive contribution to the life of the school. Convey a 'can do' attitude.
- Be the first point of contact for visitors via reception and the telephone – able to communicate effectively with a wide range of people. Always be friendly and professional.
- Demonstrate excellent organisational, time-management, interpersonal and communication skills.
- Have excellent numeracy and literacy skills.
- Have excellent IT skills using a wide range of Microsoft software programs.
- Have a flexible approach to work, willingness to go above and beyond for our children whilst working in a fast pace office environment.
- Be able to maintain high levels of discretion and confidentiality.
- Busy workload, ability to multi-task and prioritise own workload to ensure deadlines are met, always with a smile.
- Promote and follow required school policies and procedures.
- Knowledge and understanding of school safeguarding and H&S procedures.

We would be more than happy to show you around our school and would encourage you to visit. Please contact our Office Manager Mrs Kathryn Holcroft on Tel: 01925 763234 [glazebury\\_primary@warrington.gov.uk](mailto:glazebury_primary@warrington.gov.uk) to arrange a visit.

Application Forms and further information is available from the school website or by contacting the school via email.

Glazebury CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to enhanced disclosure from the Disclosure and Barring Service.