

Name of School/Academy	Redland Primary School
Full Job vacancy title	Admin Officer
Address	Brook Street Chippenham Wilts. SN14 0JE
Salary range	Grade E SCP 6 to 8 - £14,332 to £15,051

Redland Primary School is a popular and diverse 10 class primary school in Chippenham, which is well regarded in the community.

Redland School has clear values and beliefs which contribute to a very positive whole school ethos. The school consistently works to create and sustain a caring school community in which children feel happy and secure. We provide a rich, stimulating and relevant learning environment, to create a foundation for the future.

As a school we prioritise skills for learning, the value of everyone and a breadth and depth of learning across the curriculum. These priorities underpin what happens at the school and drive the school's development.

We wish to appoint an enthusiastic and friendly Admin Officer to join our successful school.

The successful applicant will be someone who can:

- Support the smooth running of the school office by managing the school reception.
- Deal with parent and staff queries, answer the main school phone and transfer messages.
- Maintain SIMS pupil data and attendance registers and submit pupil census file.
- Receive and process school deliveries and orders.
- Process and track parental contributions.
- Produce parent communications.

We wish to appoint someone who has:

- A friendly, approachable and enthusiastic manner.
- Logical and resourceful approaches to workload.
- A respectful, empathetic nature with a clear understanding of the importance of confidentiality.
- Sound administrative, IT and literacy skills.
- Self motivation and a willingness to attend training and develop within the role.
- An ability to remain calm under pressure.

Hours of work: Mon to Fri 8am to 3.30pm (38 weeks per year)

Contract type: Permanent

Closing date (and time): 21st September 2021

Interview date: TBC

Commencement date: ASAP

Additional information

Please contact Sam Hook in the office by telephone - 01249 651623 or email admin@redland.wilts.sch.uk for an application form and the job profile

Redland Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.

