



Administrative Assistant

Job details:

Employer	The Grove Primary School	Closing date:	noon 30 th August 2019
Location	Cambridge	Shortlisting:	31 st August 2019
Salary	Level 1, Scale 2 – point 12-14 Part time – 18.5 hrs per week	Interviews:	w/c 2 nd September 2019
Contract type	Mon, Tue, Wed, Fri - 12.30pm to 16.00pm Thurs – 11.30am to 4.00pm	Job starts:	September 2019
Contract term	Permanent Contract		

We are looking to appoint a friendly and hard working administration assistant to join our Admin team, who has high standards and demonstrates the ability to work calmly and proficiently, while coping with the demands of a busy school office.

The successful applicant will:

- ♣ Have proven recent office based experience, preferably within a school environment
- ♣ Be computer literate and confident when using programs such as Excel, Word and Publisher
- ♣ Have an ability to produce written communications to a high standard
- ♣ Be willing to receive training on the schools based SIMS system
- ♣ Excellent interpersonal and communication skills
- ♣ Work in a busy office environment dealing with parental and pupil queries

Visits to the school are welcomed – please ring the school office to make an appointment

For an application form, further details or to arrange a visit, please contact Mel Ramsey (office manager) on 01223 577017 or office@grove.cambs.sch.uk. Application packs are also available via the school website www.thegroveschool.net

The Grove Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to be fully committed to our safeguarding policies and procedures. Please note that CV applications will not be accepted. Pre-employment checks and references will be sought and the successful candidate will need to undertake an enhance DBS check.