Croft Primary School Administrative Assistant Apprentice

Croft Primary School is a large primary school (number on roll 410) situated in the centre of Sutton in Ashfield, Nottinghamshire.

We are seeking to appoint an Administrative Assistant to work in our busy school office commencing on 18th April 2016

Hours: part time 32.50 hrs over 5 days (8.30-4.00) term time only

Salary: Apprentices in their first year - £3.30 per hour. Apprentices in their second year - National Minimum Wage appropriate to age applies.

Duties will include:

- Reception duties including making and receiving telephone calls
- To undertake general office support work including typing, filing, photocopying, routine data input and retrieval, including updating pupil records.
- Simple cash collection duties and recording income
- Following the schools’ protocol regarding confidentiality

Training will be provided by the school on site, external training may also be offered.

The successful candidate will have excellent Mathematics, English and IT skills.
Candidates should possess a minimum of 5 GCSEs, A* to C, including Mathematics and English.

A commitment to the safeguarding of our children is essential.

This role will be very varied and you will need to be:

- Flexible
- Organised
- Cheerful
• Approachable
• Able to cope under pressure
• Have excellent communication skills with both adults and children
• Have a good sense of humour

We are committed to safeguarding and promoting the welfare of children. All candidates are subject to safer recruitment procedures. The successful candidate will be required to undertake an enhanced DBS disclosure.

Application packs are available from school or by emailing admin@croft.notts.sch.uk

Visits to the school are warmly welcomed and actively encouraged; these may be arranged by calling the school on 01623 455255.

Closing date: 7th March 2016 at 12 noon

Interviews to be held: 14th March 2016