

## Charlton Primary School

### School Office Administrator

Our successful, friendly and inclusive school is looking to recruit an Office Administrator to join our busy office team. The successful candidate will support with front of house reception duties and carry out the variety of administrative tasks needed to meet the demands of a busy and popular school. You will need to be flexible, organised and show initiative to be successful in this role.

We need someone who:

- is highly organised and can independently manage their time effectively to prioritise and meet deadlines
- has experience in an administrative role (preferably in a school setting)
- has excellent knowledge of Microsoft Word, Excel and Outlook
- has good oral and written communication skills
- has excellent customer care skills with the ability to handle difficult situations in a sensitive and empathic matter
- has a can do attitude and a sense of humour
- demonstrates adaptability and the ability to multitask within a busy environment
- has a high work ethic and wants to make a difference

**Visits to the school are strongly encouraged.**

**Contract: Term time only. Salary in 12 equal instalments.**

**Salary – Grade 4 – FTE £23,114 actual salary £18,987 per year**

- **Hours - 36.25 hours - Monday to Friday – 08:15 – 4:00 (half hour unpaid lunchbreak)**
- **Closing Date: 19<sup>th</sup> April 2024 – 12:00 midday**

### Application Procedure

For an application form and safeguarding information, please visit our website [Charlton Primary School - Work For Us](#). Please enclose a covering letter with your application, sharing why you are applying for the position.

To speak further about the role, or arrange a visit to the school, please contact the Office Manager, Maggie Davis at [mdavis@charlton.vale-acadmey.org](mailto:mdavis@charlton.vale-acadmey.org)

*“Charlton Primary School and The Vale Academy Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory “Disclosure and Barring Service (DBS) Enhanced Check. Shortlisted candidates will be subject to online searches for publicly available information.”*

*The Vale Academy Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools’ community.”*