**Rainow Primary School – Job Advertisement – June 2024**

**Role:** Admin Assistant, Grade 4

**Salary:** £7056

**Contract: fixed term (one year initially)**

**Working Pattern:** Part-Time/Term Time

**Hours:** 15 hours per week.

**DBS Check:** Enhanced

The Governors and Head Teacher are looking to appoint a highly-motivated and organised Administration Assistant to join our busy School Office.  The main responsibilities of the role would be to assist in the provision of clerical support for the school, including answering the telephone, dealing with face-to-face enquiries, attendance, some finance work and supporting the School Business Manager and Headteacher.

We are ideally looking for candidates with school office experience. You should have experience of Outlook and Microsoft applications, and ideally have some knowledge or understanding of School Communications and Payment Software.

Candidates should be team-players who can demonstrate initiative, enthusiasm and problem-solving skills in a very fast-paced environment. The ability to work to strict deadlines with high levels of accuracy are integral to the position and you must demonstrate the ability to be able to prioritise a diverse and ever-changing workload. We are looking for a friendly, confident person able to get along with children, parents, staff and the wider school community with warmth, professionalism and discretion where necessary.

A sense of humour is essential.

In return, we offer a friendly committed team of staff to support you and the opportunity to access relevant training to your position.

The role will be for 15 hours per week, 38 weeks per year, term time only - working Monday – Friday, 8.30 a.m – 11.30 a.m.

This is a fixed-term contract for one year initially.

Rainow Primary School is committed to safeguarding children and young people; therefore, all post holders are subject to an appropriate vetting procedure. Appointment is subject to the completion of pre-employment checks which will include References (which will be taken up prior to interview), Occupational Health report, Right to work in the UK and enhanced DBS.

For more information about Rainow Primary School, please visit: <http://www.rainowpri.cheshire.sch.uk/> or phone 0162 5572021.

Complete applications should be returned to the School Business Manager, Kate Welsh,  by email, [SBM@rainowpri.cheshire.schh.uk](mailto:SBM@rainowpri.cheshire.schh.uk)

**Key Dates:**

Closing Date: Mon 8th July at noon.

Interviews: Wed 10th July