

## **Administrative Assistant**

Job Family Reference 1375

We require an Admin Assistant to work in our very busy school office.

The successful candidate needs:

- To be a Good communicator who has a professional manner and a keen eye for detail.
- To be able to work quickly, efficiently and under pressure.
- Have excellent customer services skills and the ability to follow procedures.
- Be competent in using a number of computer-based packages including excel, word and publisher. Experience of SIMS is desirable.
- Gather and collate information/data for the annual reviews and minuting the meeting.

Previous experience in an office environment is essential.

Experience working within a school environment with SIMS knowledge would be an advantage but not essential as training will be provided.

The position is term time only, 37 hours per week 08.00 – 16.00 over 41 weeks of the year (Term time, staff training days plus 10 additional days to be worked in the school holidays).

Part-Time / Job share will be considered.

NJC Scale range: Grade E, SCP 13 – 15. Salary range is £16,191 to £16,772 (full time equivalent, part time posts will be pro-rata).

To find out more about Billing Brook, please visit our website at [www.billingbrook.northants.sch.uk](http://www.billingbrook.northants.sch.uk)

Applications will only be received electronically.

Closing date is 15<sup>th</sup> September 2017 at 12.00 noon.

Interviews will take place week commencing 18<sup>th</sup> September 2017.

Start date 30<sup>th</sup> October 2017 (or earlier if possible).

The successful candidate will have to meet the person specification in order to be offered the post and will be subject to an Enhanced DBS check and satisfactory references.

The school is committed to safeguarding and promoting welfare of children and young people and expects all staff and volunteers to share this commitment.