

Great Chesterford C of E Primary Academy

School Street, Great Chesterford, Essex CB10 1NN

Telephone: 01799 530292



PART-TIME ADMINISTRATION ASSISTANT

Required for September 2022

We are seeking to appoint a professional and highly motivated Administration Assistant for our friendly school office. The working pattern is Monday, Tuesday and Friday from 0830-1600; term time only with some non-pupil days. A job share would be considered for the right applicants.

We require a flexible individual with excellent interpersonal and communication skills, who is capable of providing an efficient and effective administrative service for our busy school office. Computer competency and strong organisational skills are essential for this role.

The successful applicant will have:

- A cheerful and positive attitude, with the ability to remain calm under pressure.
- The ability to use their own initiative, taking responsibility for tasks, prioritising, and scheduling their own workload.
- Experience of administration work in a busy and fast paced environment.
- Strong literacy and numeracy skills (GCSE A-C or equivalent in Maths and English).
- Excellent computer skills including Microsoft Office (Word, Excel, Outlook). Knowledge of Integris and other school related software would be an advantage, however, training will be provided if necessary.

Closing Date: Midday on 7 July 2022

Interviews: w/c 11 July 2022

Application forms, job description and person specification can be downloaded via the school website.

Great Chesterford C of E Primary Academy has a strong focus on promoting Christian values and is part of Great Oak Multi Academy Trust. To find out more about this exciting opportunity and our school, please visit <http://www.greatchesterfordprimary.co.uk>. Please email your application or further queries to sdyster@greatchesterford.essex.sch.uk

Great Chesterford C of E Primary Academy is committed to the safeguarding, protection and welfare of children and young people and we expect all staff and volunteers to share this commitment. Following safer recruitment procedures, the successful applicant will be subject to satisfactory references and enhanced DBS checks.