

## A rare opportunity to work within the school admin team

Commencing January 2019

**Start Date:** January 2019  
**Hours:** 32.25 hours per week , term time plus 1 week  
**Salary:** Surrey Pay Grade 3, £8.70 per hour  
**Contract:** Permanent contract  
**Applications Close:** **Tuesday 11<sup>th</sup> December 2018 12.00 noon**  
**Interviews:** Friday 14th December 2018

Required for 32.25 hours per week, term time, plus one week to be worked flexibly during the Summer holidays  
Term time hours - Monday 8.30 to 4.45pm, Tues, to Fri 8.30am-3.45pm .

Salary: Surrey Pay band 3 – Pro rate part time salary £12,793 (*Surrey Pay grade Full Time Equivalent £16,334, rising to 17,866*)

We are looking for an un-flappable, friendly, pro-active person to join our administrative team at a key point in the development of our school.

Duties are wide ranging and vary from minute to minute (!), including

- First aid and care of sick children
- Reception duties
- Pupil record administration
- Administration of dinners, school trips, communication with parents and so much more!

Are you

- Experienced in administrative roles
- IT literate in using a variety of packages
- A good team-player
- Willing to “muck in” to complete routine tasks as well as
- Willing to learn and work on new systems
- Able to react and adapt to immediate needs as well as to longer term change?

Do you

- Care about children, their education and wellbeing
- Feel passionate about education and want to develop our offer to the community?

If you are interested in this position, please visit the school website ([www.stmarysprimary.org](http://www.stmarysprimary.org)) to download an application pack, or contact the School Office, on 01883 712817, for further information. The application pack can be found at the bottom of the “staff” page on the school website.

You are encouraged to visit the school. Please contact the school office to arrange an appointment.

We welcome applications regardless of age, gender, ethnicity or religion. Only applications submitted on the school's application form will be considered.

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. An enhanced-level check via the Disclosure and Barring Service (DBS) and Occupational Health Check will be required for the successful applicants.*