# NORTH DUFFIELD PRIMARY SCHOOL

# “Growing Learners Together”

# Administration Assistant

Contract: Permanent, term time only (38 weeks + 5 training days)

15 hours per week (1pm-4pm Monday to Friday)

Actual Salary: Grade C (points 3-4) £7990.8-£8123.29

Closing date for applications: 12pm on Monday 6th November 2023

Interview date: Week commencing 13th November 2023

Required: As soon as possible

North Duffield C P School are seeking to appoint a highly motivated, enthusiastic administration assistant, with appropriate experience of a busy office. Previous experience of working in a school environment is desirable, although full training will be given.

You will have GCSE grades A\*-C or level 9-4 in Maths and English or an equivalent qualification.

You will have excellent interpersonal and communication skills, both written and verbal, providing a first point of contact in reception for telephone enquiries, welcoming children, parents/carers and other visitors to the school. You will have experience of using computer applications and ICT including word processing, spreadsheets, internet including email and experience of using MIS systems would be advantageous.

There is the potential for a suitable candidate to undertake the role alongside the Mid-day Supervisor role currently being advertised. If applying for both roles, please complete one application form and highlight to be considered for both positions.

Candidates looking for an apprenticeship are welcome to apply for this position.

Visits to the school can be arranged, please contact Caroline Karbani [admin@northduffield.n-yorks.sch.uk](mailto:admin@northduffield.n-yorks.sch.uk),  01757 288487 to book a mutually convenient time.

This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. As part of the process and in line with “Keeping Children Safe in Education”, social media and internet searches will be conducted

**We are looking for an Admin Assistant who**

 · Can work well as part of a team and independently

 ·Can demonstrate a professional and friendly service to our stakeholders

 ·Organisation, reliability and self-motivation

**We can offer:**

 · Enthusiastic, friendly children and staff

 · A welcoming school where children are at the heart of what we do

 · A committed and motivated staff team

Find out more about our school at http://www.northduffield.n-yorks.sch.uk/