****

* **Interview Date(s):**TBC
* **Job Start Date:**2nd September 2021
* **Contract/Hours:**20
* **Salary Type:**Grade 6, £11.59 per hour
* **Hours of Work:**12.30pm – 4.30pm
* **Location of Role:**Swaythling Primary School, Southampton
* **Contact e-mail address:**[anna.laycock@swaythlingprimary.org](mailto:anna.laycock@swaythlingprimary.org)

**Job/Person Summary**

We are seeking a professional, enthusiastic and caring Admin Assistant to join our popular community school. The post is Monday – Friday 12.30 – 4.30pm (20 hours, term time only).

The school is a part of the Aspire Community Trust- a co-operative trust of Southampton maintained schools.

**What is it like to attend this school?** *Pupils are happy and enjoy learning. They like coming to school because teachers help them to understand what they are learning. Pupils benefit from the many trips and visitors to the school that bring their learning to life.* (OFSTED 2020)

The successful candidate will work under the direction of the School Business Manager to provide support for finance, admin and personnel duties.

**The successful candidate should have:**

* A good understanding of business administration
* Have excellent administration, communication and organisational skills
* Empathy with pupils and be sympathetic to their needs
* Excellent communication skills, both written and verbal
* A professional manner
* A solution focussed approach to work
* Good strategies to work under pressure and prioritise
* A flexible and efficient approach
* Ability to work within a small team
* A good working knowledge of Microsoft Office and be quick to learn other IT systems
* A calm and sensitive manner
* Willingness to support the school, children, staff and families
* A sound understanding of the need for confidentiality
* Have recent and relevant experience of working in a busy office

**You will be responsible for:**

* Greeting and signing in visitors and contractors adhering to relevant signing in processes (eg. Covid)
* Maintaining accurate pupil records in our MIS, including attendance and statutory returns
* Administer school trips
* Chasing outstanding payments and consent forms
* Preparing and distributing the weekly newsletter
* Administering first aid and medication and as First Aid Officer
* Data Protection
* Admin support to the Senior Leadership Team
* Log absence and safeguarding concerns on CPOMS
* General photocopying and other administrative tasks
* Maintaining the school’s website

**We can offer you:**

* The opportunity to work in an exciting learning environment
* A caring, friendly environment where there is a genuine commitment to raising standards of learning for all
* The chance to make a real difference to the lives of our pupils and their families
* A strong, professional team of enthusiastic staff to work alongside you within a supportive and constructive ethos where CPD is a very high priority.

**Application Procedure**

Application packs are available on request by emailing [recruitment@swaythlingprimary.org](mailto:recruitment@swaythlingprimary.org). If you require further details or wish to arrange a school visit please call the School Office on 023 8055 2252.