



Keyworth Primary School

1 Administrative Assistant



CLOSING DATE: 21/09/2018 @ 4pm / INTERVIEW WB: 24/09/2018

JOB TITLE: 1 Administrative Assistant (ASAP)

JOB POSITION: 36 hours per week term time + 2 week

SALARY: Hay Grade 5 (Scale 16-23) - Actual pro-rata salary £19,625.90

DESCRIPTION: To co-ordinate all administrative functions in order to assist in the smooth running of the school and to maintain accurate accounts and systems of financial control as regards delegated financial duties. As part of your duties, you are expected to work in conjunction with the line manager.

1. To be responsible for assisting in managing the school office.
2. To assist in the maintenance of the various school computerised databases of pupil and staff information.
3. To provide administrative support to the school teacher(s) as appropriate.
4. Financial Administration.

Please see download link to read full job description and person specification.

All candidates will be required to do assessment tasks at interview.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

All posts are subject to pre-employment checks, two references will be sought and successful candidates will need to undertake an enhanced Disclosure and Barring Services check (DBS), evidence of eligibility to work in the UK and evidence of qualifications.

All of the above checks must have been completed before the start of employment.

The School is an equal opportunity employer and welcomes applications from all sections of the community regardless of race, gender, sexual orientation, religion, social status, or disability.

Please send your completed application to:

Kelsey James - Office Manager

Email: jobs@keyworth.southwark.sch.uk

Or

Keyworth Primary School, Faunce Street,

London SE17 3TR

TEL: 020 7735 1701