



Administration Assistant (Job share) Vacancy

Job Title: Part-Time Administration Assistant (Job share)
School Name: Pulford Church of England V.A. Lower School
Location: Leighton Buzzard

Salary Range: NJC Scale Level 2A, point range 3-4 (Point 3 - £9.79 p.h.).
Hours: Monday & Tuesday 1.15pm – 5.30pm, total 8.5 hours per week.
Contract Type: Initially 12 months fixed-term contract, subject to renewal at 12 monthly intervals

Closing Date: 5pm Monday 23rd May 2022
Interview Date: Monday 6th June 2022
Start Date: July or September 2022.

We seek an enthusiastic, well organised, polite, positive and customer focused individual, who is able to multi-task, to join our busy, friendly office team, on a job-share basis. The role is to cover an external secondment, and is initially offered on a 12-month fixed-term contract, which we hope to be extended further, subject to the continuation of the secondment.

This customer facing role features general reception duties, and being the face of the school on the telephone and reception, as well as inputting data to spreadsheets etc, and raising and monitoring purchase orders. Maintaining other online and manual school records is also central to the role. Confidentiality is essential.

The successful candidate will have access to free Little Saints Club sessions for their children from 3.30-5.30pm on their working days.

Applicants must be good team players, with a positive can-do attitude. They must also be educated to GCSE level including English and Maths at grades A-C or equivalent.

Informal visits are warmly welcomed and can be arranged by contacting the school.

Pulford is a thriving Church of England, Voluntary Aided lower school in a beautiful setting in Leighton Buzzard. We have a friendly team of staff who are dedicated to providing outstanding teaching and learning within a nurturing Christian environment that brings out the best in our children. Pulford prides itself on being an inclusive school, which is recognised for the quality of its values and relationships. Applicants are expected to support the Christian ethos of the school.

Pulford is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check will be required for all roles.

Please download and complete the non-teaching staff application form and forward it to:
office@pulfordschool.org Please note that CVs will not be accepted.

Contact Information: Mrs Alison Quick **Tel:** 01525 372188 **Email:** office@pulfordschool.org



Pulford VA Lower School Job Description and Person Specification

Job Title: Administration Assistant, NJC Scale Level 2A, point range 3-4

Responsible to: Business Administrations Manager

Job Purpose: To provide clerical support within the school office

Main Duties and Responsibilities:

1. To undertake reception duties and deal with general enquiries from parents and visitors with a friendly and polite demeanour, including marking children out of after school club registers as they leave from the session between 3.30-5.30pm.
2. To operate the school telephone system, forwarding calls as appropriate and taking messages as required.
3. To provide basic clerical support on Excel and Word: inputting lunch registers, Little Saints (before and after-school) registers, Worldpay/Paypal receipts of payment and logging cash/cheques in accordance with school procedures.
4. Process payment of bills in accordance with school procedures.
5. To deal with lost property, ensuring the return of named items and safe storage of unclaimed and unlabelled clothing and equipment.
6. To care for sick pupils, arranging for first aid as necessary and contacting parents where required.
7. To undertake any other duties of a similar level and responsibility as may be required.
8. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.



Administration Assistant (Job share) Vacancy

Person Specification

Attributes	Essential	Preferred
Education / Qualifications	Educated to GCSE level including English and Maths at grades A-C or equivalent	
Experience	Previous office / finance experience.	Previous experience of working in a school
Skills / Knowledge / Aptitude	<p>Good standard of IT skills (word processing and spreadsheets).</p> <p>Good organisational skills and ability to prioritise workload.</p> <p>Ability to work as a member of a team.</p> <p>Ability to work on own initiative within set boundaries.</p>	Knowledge of MS Office (Word and Excel) and RM Unify Finance
Motivation	Willingness to undertake further training	
Other	<p>Must be fluent in the English language in accordance with the Immigration Act 2016</p> <p>Willingness to undertake first aid training</p>	Current first aid qualification