



# Charnwood Primary School

## Vacancy

### Administrative Assistant L2

**We would like to appoint a person who is hard working, enthusiastic and committed to providing an excellent administration service. The successful candidate must be well organised, flexible and able to keep confidentiality.**

This post is temporary to cover maternity leave. Hours of employment will be 10.30am-2.30pm, Monday to Friday. The post is for term time and 10 days during the holidays. The successful candidate must be prepared to work occasionally out of school hours e.g. parents evening. Previous applicants need not apply.

**Salary: Local Government Grade 2, points 7-10 (depending on experience) pro rata salary is £5,442 - £5,782.**

Previous experience of working in a school office and with SIMS will be an advantage, however training will be given to the successful applicant. The main tasks will be to produce letters, updating pupil records, checking deliveries, entering data onto excel and responding to emails.

It is essential for the successful applicant to have a GCSE (grade A\*-C) qualification in English and Maths or equivalent Level 2 qualifications. It is important that school administrative assistants have good ICT skills including Word processing, Excel, email etc. We will be testing this during the interview process. The interview will be split into two parts, a practical skills test followed by a formal interview later in the day.

**On your application tell us how you match your skills and knowledge to the job requirements.** If an applicant does not meet all the essential requirements they will not be shortlisted. Do not hesitate to contact the school if you have any queries.

The post will commence from May 2017 and end when the permanent post holder returns from maternity.

Charnwood Primary School is committed to safeguarding children. This post is subject to an enhanced Disclosure and Barring Service check (previously known as CRB).

Application packs may be downloaded from the eteach website. You may post the application or email the completed application form to [nmalik@charnwood.leicester.sch.uk](mailto:nmalik@charnwood.leicester.sch.uk). **We do not accept CVs.**

**The closing date for application is Sunday, 16 April 2017.**

**Interviews will be held during May-the date will be confirmed later.**