



**Post title:** Administrative Assistant / Receptionist

**Grade:** NJC Grade C+ £23,893 - £24,294 pro rota.

**Hours:** 35 Hours per Week, Term Time only plus 5 days

**Responsible to:** Trust Administrator and Headteacher

**Start date:** ASAP

**Purpose of the Post:** To provide an effective and efficient administration service to the school.

We are looking for an experienced and highly motivated Administrative Assistant to join our team. The successful candidate will primarily be based at Green Gates Primary school. The post holder will work closely with the Trust Administrator and Headteacher, to provide high quality admin support within school. This is a key role within each school which requires a highly efficient person to liaise with relevant staff, parents, carers and outside agencies. The post holder will be responsible for the preparation and maintenance of all pupil data records and monitoring daily pupil attendance data on the Trust MI system.

The successful candidate will:

- Be excellent communicators and have sharp attention to detail.
- Have experience of working within an office administration environment.
- Show a commitment to the overall vision, values and ethos of the school
- Demonstrate the ability to work on their own initiative
- Be flexible to the needs of the school
- Work as part of a team

At all schools within Galileo Multi Academy Trust, we are proud to be able to offer you:

- A commitment to providing high quality education and experiences
- Well behaved and enthusiastic children
- Supportive parents, carers and governors
- Children and staff who enjoy learning together
- A friendly, compassionate and collaborative staff team

Further details can be found in the job description.

Galileo Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure along with other relevant employment checks.

Application forms should be emailed to the Head Teacher of Green Gates Primary, Mrs Katie Lowe, at: [office@greengatesprimary.co.uk](mailto:office@greengatesprimary.co.uk)

Closing date: Noon, Wednesday 6<sup>th</sup> March.