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Battle Hill Primary School

Berwick Drive

Battle Hill Estate

Wallsend

NE28 9DH

Tel 0191 6071149

Email: [office@battlehillps.org.uk](mailto:office@battlehillps.org.uk)

Admin Assistant (Permanent)

37 hours per week

Grade 4 – SCP 5-6 Term Time Only over 195 days

Closing Date: Midday, Friday 21st June 2024 – Interviews 26th June 2024

To start – ASAP

The Governors and Headteacher of our lovely inclusive School are seeking to appoint an Admin Assistant to join our busy office team as soon as possible.

You must be professional with staff, pupils and parents at all times and be able to work accurately under pressure and within timescales. We are a friendly, inclusive school and the office can be very busy, so a good sense of humour is a must!

Duties and responsibilities include:

* Update manual and computerised record / information systems
* Assist in managing the school’s email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
* Manage and organise completed forms from parents
* Update and maintain the school calendar
* Organise and distribute incoming and outgoing post
* Provide administrative support to staff as needed
* Carry out filing, printing and photocopying.
* Maintain the operation of the photocopiers to ensure they are ready to use at all times, resolving any issues as necessary
* Assist with organising parents’ evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
* Act as the first point of contact for parents and visitors arriving at the school
* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times
* Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
* Seek support from colleagues where necessary to respond to complex enquiries
* Assist staff and pupils with the information and support they need

The hours of work will be 8.30am – 4.30pm Monday to Thursday. 8.30am – 4.00pm Friday

Job Packs are available from and returned to the school by emailing [office@battlehillps.org.uk](mailto:office@battlehillps.org.uk) Please note CV’s are not accepted and all applications must be submitted on the correct form.

Battle Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. As such a Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant employment checks deemed appropriate.