

Hayeswood First School

Two Admin Officers – Grade 5

Required from September - Term time plus 1 week (days tba)

Post 1: Monday to Friday 8.30am – 12.15pm

Post 2: Monday to Friday 12.15pm – 4.00pm

Closing Date: Friday 5th July 2019

Interviews are being held: Friday 12th July 2019

Due to the retirement of our existing post holder, Hayeswood First School is looking for **two** versatile and well-organised Admin Officers to support our Business Manager in the smooth running of the day to day operations of our school office.

The successful candidate is likely to have previous experience of working in a busy school environment and/or be able to clearly evidence relevant transferable skills and abilities from other business areas.

Applications are welcomed from all individuals who can demonstrate:

- strong interpersonal and communication skills
- excellent organisational and admin abilities
- a willingness to learn new skills and work as part of a team
- the ability to thrive in a fast-paced working environment prone to regular interruptions.

Candidates should evidence their suitability for this post by clearly highlighting all relevant knowledge and/or experience on their application.

Key tasks will include:

- Welcoming and managing visitors to the school
- Updating pupil and staff data, accurate record keeping and producing reports as required
- Maintaining the computerised school attendance registers, tracking and providing reports as required
- Handling of cash payments from parents, and updating records accordingly
- Placing orders for the school in accordance with school procedures
- Liaising with staff, students, parents and all other stakeholders/outside agencies as necessary
- Dealing with situations of a sensitive/confidential nature

We value the diversity of our workforce and welcome applications from all sections of the community.

All appointments are made subject to suitable references, medical clearance and enhanced DBS clearance in line with the Government's safer recruitment guidelines.

Visits to the school are warmly welcomed – please contact Mr Andrew Turrall the Executive Headteacher, for an appointment.

01202 882379

office@hayeswoodfirstschool.net

Completed application forms are accepted via Email or please post to,

Hayeswood First School
Cutlers Place
Wimborne
Dorset
BH21 2HN