

Administrative Assistant Required
St Mary's Lewisham CE Primary School



"Personal Development at St Mary's is Outstanding" - Ofsted Dec 2021

St Mary's CE School – Administrative Assistant

30 hours per week – Term Time Only (39 weeks)

Salary – Scale 3 – Spine point 5-6 £28,545 – £28,977 (Pro-rata)

1 Year Fixed Term Contract

The Governing Body of St Mary's Church of England School wishes to appoint an experienced Administrative Assistant to join our passionate and dedicated staff team. St Mary's is a small single-form entry school which reflects the warm and diverse community of Lewisham.

St Mary's has a strong commitment to inclusive practice, our school values and Christian Ethos. These have been recognised in our 'Excellent' SIAMS inspection, Values-based Education Quality Mark and Inclusion Quality Mark awards. Ofsted awarded St Mary's an 'Outstanding' for Personal Development in December 2021

We have creative and enthusiastic children who are resilient and eager to learn, alongside a caring and friendly Staff team who are fully supported by our Governing Body and our Parents.

We are dedicated to ensuring that children of all abilities and backgrounds achieve their very best in everything they do. We are also committed to the professional and personal development of all our staff, enabling them to flourish and achieve their full potential. This is an excellent opportunity to further your career in a forward thinking and positive school.

We are looking for someone who:

- Has good inter-personal skills and is enthusiastic, creative and motivated
- Is enthusiastic, creative and motivated with the ability to use their initiative
- Has excellent and current ICT knowledge
- Is able to prioritise and complete tasks in good time

The successful candidate will work alongside the Senior Administrative Officer and will be responsible for the following areas:

- Administration of Admissions
- Pupil Attendance and Punctuality
- Dinner Registers
- Front of House (dealing with queries face to face and on the telephone)
- General Administrative Duties

Please click on the following links to access the

[Application Form](#)

[Safer Recruitment Form](#)

[Job Description & Person Specification](#)

[Equal Opportunities Statement](#)

Safeguarding Statement

St Mary's CE Primary School is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Equal Opportunities Statement

St Mary's CE Primary School is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.

Offers of employment are subject to a satisfactory enhanced DBS disclosure, overseas checks and receipt of satisfactory references.

Original evidence of the right to work within the United Kingdom will be required prior to commencement of employment i.e. National Insurance Number, Work Permits or Indefinite Leave to Remain.

For further details, please contact the school on 0208 690 2613 or email

snoble12.209@lgflmail.org or admin@st-marys.lewisham.sch.uk

To learn more about our school and our amazing children, please visit our website at: <http://www.st-marys.lewisham.sch.uk/>.

Please note that CVs will not be accepted.

References will be requested for those shortlisted prior to interview.

Closing Date: Friday 17th May 2024

Interviews: week commencing: Monday 20th May 2024

Please send your completed application form alongside your safer recruitment form to admin@st-marys.lewisham.sch.uk

Shortlisted candidates will be notified via email.

Due to the expected response, only successful candidates will be contacted.