

Admin Assistant

School name	Horningsham Primary School
Job title	Administrative Assistant
School address	Church Street Horningsham Warminster, Wiltshire BA12 7LW
School telephone number	01985 844342
School email address	admin@horningsham.wilts.sch.uk
Number on role	81
Salary	Grade B (or D dependent on experience)
Hours	15 ½ hours per week Mon, Tues, Thurs, Fri 8.30-11.30 Wed 8.30-12 (overtime may be possible)
Commencement date	24 th April 2017 or shortly thereafter
Advertisement closing date	30 th March (noon)
Interview date	4 th April 2017
Any other important information	

We are a small, friendly village school on the Longleat Estate and wish to appoint an Administrative Assistant to join our dedicated and happy school team. You will be the first point of contact for visitors and parents to the school and should be committed to our inclusive and welcoming ethos. The role will be to support the Admin Officer with general office duties, reception work, inputting data (including using SIMS) and dealing with parents, deliveries and bookings.

You will:

- Have excellent communication skills
- Be proficient in ICT, particularly Microsoft Word and Excel.
- Be enthusiastic, well organised, efficient and flexible.
- Be happy to work in a busy environment and juggle conflicting demands.
- Be approachable and have excellent interpersonal skills.
- Work well in a team and be reliable and accountable.

We can offer:

- A commitment to personal and professional development/ training opportunities
- an attractive and supportive environment
- an enthusiastic and friendly team (staff and pupils)
- opportunities to become more involved in the school community

Visits to the school are appreciated and warmly welcomed by prior appointment.

Please contact Stacey Holden (Admin Officer) for further details and an information pack.

Horningsham Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.