



Admin Officer

Fixed term contract

An Admin Officer is required to manage a comprehensive range of administrative functions in the school, including:-

Kids Club Admin / Payments

Attendance

Newsletters / School website / Parent letters / Parentmail / Parent evening bookings

Music Lessons / Payments

Certificates

General Office Duties

First Aid

Monday to Thursday - 8.30 a.m. - 4.30 p.m. (7.5 hours per day – 30 minutes unpaid lunchtime)

Friday – 8.30 to 4.00 p.m. (7 hours per day – 30 minutes unpaid lunchtime)

Band 5 Point 6 ~ £20,011 pro rata – Term time only

We are looking to appoint an Admin Officer to join our friendly and dedicated team. The ideal candidate should demonstrate enthusiasm, resilience, initiative, good time management, patience and be able to work well in a team.

The successful candidate will have:

- The ability to prioritise the workload and work under pressure with interruptions
- Knowledge of word processing and spreadsheet programs
- GCSE English at Grade C or above (or equivalent)

Lyndhurst Junior School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level and any other background checks, will be required prior to any offer of employment.

Please contact the school if you have any queries or would like further information.

For full details and an application pack, please contact Mrs. G. Underwood at Lyndhurst Junior School email:- g.underwood@kgalyndhurst.uk

Closing date for applications: 22nd October 2020

Interviews to be held on Tuesday 3rd November 2020