



Part-time Admin Assistant

Eversholt Lower School

Salary: Level L4

Hours: Friday – 8.30 – 3.30

Contract Type: Permanent

Closing Date: 10th December 2020

Interview Date: 17th December 2020

Come and work alongside our outstanding team.

MAIN DUTIES AND RESPONSIBILITIES

To support the office manager in the duties related to the school office, to include:

- To maintain the professionalism and confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- To input data on the school management systems and to produce reports for teachers and Headteacher on request.
- To provide administrative and secretarial support to the Head teacher and Office Manager.
- Make and receive telephone calls.
- To add/remove administrative items on the website.
- To open, sort and distribute post.
- To take deliveries checking off the relevant paper work.
- Undertake reception duties and deal with general enquiries from visitors, parents etc.
- To maintain accurate records for school meals and liaise with the kitchen staff.
- To prepare documents for distribution.
- To input data and maintain up to date records on pupil information including administrative duties in respect of attendance and follow up on individual absences in accordance with the school absence policy.
- To attend relevant training for the position.
- Collection of permission slips and monies and keeping records.
- Email newsletter to parents and attach to website.
- First aid co-ordinator.

Eversholt Lower School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It operates a Safer Recruitment Policy. All posts are subject to an Enhanced DBS Disclosure police check.

For an application form please contact the school office: admin@eversholtschool.co.uk

For an application form please visit the school website at: <https://eversholtschool.co.uk/>