



Office Administrator Required

Contract term:	One Year Fixed Term Contract, covering Maternity Leave, term time only plus INSET days
Start:	Summer Term 2020 (April)
Salary:	Level 2, Scale Point 5 (£11.50 per hour)
Hours:	17.5 hours per week, Mon-Fri, 7.30am – 11am

We are looking for someone hard-working, organised, proactive and reliable to join our busy school office, dealing with all of the administration linked to our breakfast club, after school club and enrichment activities. This is a fixed term post, covering for a maternity leave. However, it is an excellent opportunity for someone looking to be part of an administrative team within a school environment and may lead to further opportunities.

Working in a school office is unique, bringing with it a completely different set of rewards and challenges to those found in other office environments. The successful candidate must enjoy working around young people, have patience, excellent communication skills (verbal, written and ICT), and be a good team player. He/she will be flexible, resilient and able to think on their feet; he/she must be able to work the hours indicated above.

We look forward to receiving your application if, having read the job description and person specification, you feel that you have the knowledge, skills and attributes needed to fulfil this post.

Please ensure that you include a supporting statement, no longer than 1 page of A4 which relates to the person specification and explains why you think that you would be suited to the position of Office Administrator at Elmwood Infant School and Nursery. In line with our safer recruitment process, please note that CVs **will not** be accepted.

Visits to the school are very welcome. Please contact the school office to arrange a time to look around.

Tel: 020 8689 7681

Email: office@elmwood-inf.croydon.sch.uk

Website: www.elmwood-inf.croydon.sch.uk

Closing date: Monday 16th March at 12noon

Interview date: Monday 23rd March

We are committed to the safeguarding and promoting the welfare of children, young people, and vulnerable adults and expect all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check and satisfactory references.