



**Role: Administration Officer - Admissions and Childcare provision**

**Salary:** Salary point 7-11: £27,855 - £29,583 FTE

**Hours:** 36 hours per week

**Contract type:** Permanent: Term time only

**Reporting to:** Office Manager

Our Lady and St George's Primary and Nursery School are looking to recruit a welcoming and friendly Administration Officer to join their team.

We are looking for a person who will provide effective and efficient clerical support to the school and oversee attendance and admissions. The successful candidate will be IT literate and ideally have experience of administrative work in a busy school office environment. Knowledge of a school Managed Information System such as Arbor and previous school administrative experience is desirable.

The successful candidate will need to:

- Demonstrate a high standard of both verbal and written communication skills
- Have a minimum of GCSE Maths and English level C or above (or equivalent)
- Have excellent interpersonal skills
- Have the ability to prioritise a busy workload and use initiative
- Show patience, understanding and enthusiasm with pupils and colleagues
- Represent the school in a professional and positive manner at all times
- Be flexible and adapt easily to changing needs during the day to ensure deadlines are met
- Demonstrate confidentiality and discretion at all times

In return we can offer:

- A welcoming, friendly and positive working environment
- Well behaved, enthusiastic pupils
- A forward thinking, proactive school dedicated to the success of pupils and staff
- An environment where everyone is valued
- CPD/training opportunities
- Employer contributions to your pension

The Governors and staff of Our Lady and St George's Catholic Primary and Nursery School are committed to safeguarding and promoting the welfare of all children. All staff are expected to share this commitment. The successful person will undergo pre-employment checks which include references, right to work in the UK and enhanced DBS checks.

Closing Date: Noon Friday 19th July 2024

Shortlisting: Monday 22nd July 2024

Interview date: Wednesday 24th July 2024

To request an application pack please email: [office@olsgschool.org](mailto:office@olsgschool.org) All completed applications should be returned to the school at the following email address: [office@olsgschool.org](mailto:office@olsgschool.org)