



St Robert Southwell Catholic Primary School

Aiming For Excellence - Being The Best We Can Be

JOB ADVERT

SCHOOL ADMIN OFFICER

Full Time

- Oversee organisation of Main Office
- Work as a member of administrative team
- Responsible for day-to-day administration
- Letters and correspondence
- Clerk to Governors: provide administrative and organisational support to the Governing Body
- Banking and accounting for monies received
- Contribute to the planning, development and organisation of support service systems, procedures and policies
- Manage and maintain manual and computerised records and management information systems
- Carry out research, obtain information, and analyse and evaluate data and information, and produce reports and records as required
- Undertake typing, word-processing, and complex ICT-based tasks
- Carry out administration of complex procedures, including the completion and submission of forms and returns to the DfE and other external agencies
- Undertake reception duties, including dealing with complex issues and visitors.
- Assist with procurement and sponsorship activities, and the marketing and promotion of the school.
- Provide necessary support for and organise school trips and events.
- Participate in training and development activities and programmes, and attend and participate in meetings, as required.
- Appreciate and support the role of other professionals, and establish constructive relationships and communicate with other agencies and professionals.
- Comply with, and assist with the development of, policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection,
 - health, safety and security,
 - confidentiality, and
 - data protection.
- Contribute to the school's commitment to equality of access to opportunities to learn and develop, for all pupils.

Following Jesus' footsteps and inspired by St Robert Southwell we work hard, aim high and treat everyone with honesty and gentleness.



St Robert Southwell Catholic Primary School

Aiming For Excellence - Being The Best We Can Be

52-week contract, 30 days' holiday, including bank holidays. 8 days must be taken during the Christmas break. Other dates by arrangement.

Normal working hours will be 38-40 hours per week;

- 8.00 AM to 4.30 PM
- 9.00 AM to 5.30 PM
- 9.30 AM TO 6.00 PM

With a break of half an hour in the middle of each day. These hours may be changed by prior arrangement.

Exact hours depending on candidates appointed to current vacant posts.

This post is subject to a probationary period of six months from the commencement of employment.

FT salary £22,000 - £27,000 inclusive of London Weighting Allowance
Successful candidates will also be entitled to the Local Government Pension Scheme

Application forms and further information available from Ms Lim –
mlim@robsouth.brent.sch.uk

Closing date for forms to be returned to the school/ Ms Lim Friday 2nd March.

Interviews will take place during the week beginning 12th March

Following Jesus' footsteps and inspired by St Robert Southwell we work hard, aim high and treat everyone with honesty and gentleness.