

# Inspiring the Future at Vicar's Green Primary School

## School Administrator

**Full Time/Part Time**

**Start – As soon as possible**

**Permanent Contract**

**Salary – Grade 4 £30,858 - £31,752 Pro Rata**

**Term Time Only**

### School Administrator

We are seeking to recruit a dedicated and enthusiastic individual to join our team as an Administrative Officer. The role is flexible, and can be full time or part time dependant on the candidate.

### Main Duties and Responsibilities:

- Provide general clerical, administrative and organisational support to the school.
- Play a key role in the operation of the school reception and front office, ensuring the smooth day-to-day running of the school.
- Provide efficient administrative support to the Headteacher and senior leadership team.
- Oversee attendance procedures and medical administration.
- Respond to emails, telephone enquiries and visitor requests professionally and efficiently.
- Produce the weekly school newsletter and maintain website updates.
- Coordinate school photographs, visitor events and other school activities.
- Undertake stock control and general office administration duties.
- Promote and safeguard the welfare of children and young people in accordance with school policies.
- Supervise children throughout the school day, including during break times and trips, and provide first aid

### We will offer you:

- A supportive and friendly learning environment.
- The opportunity to play a key role in the daily life of our school.
- Appropriate training, including paediatric first aid and safeguarding.

If you would like to work in an Outstanding school (**Ofsted Inspection May 2024**), please get in touch. An application pack can be downloaded from our school website [www.vicarsgreenprimaryschool.co.uk](http://www.vicarsgreenprimaryschool.co.uk) or requested by emailing [recruitment@vicars-green.ealing.sch.uk](mailto:recruitment@vicars-green.ealing.sch.uk)

**Closing date for applications: Friday 3<sup>rd</sup> July by 12pm**

**Interviews: W/B Monday 6<sup>th</sup> July**

Vicar's Green Primary is an outstanding and oversubscribed 2 form entry school. Our building and grounds are well resourced and modern and we also have a fully equipped staff gym on site. Our 1930's building has been beautifully renovated and includes two assembly halls, and wonderful play spaces for the children and staff. The school is dedicated to the development of the whole child and therefore offers a broad and balanced curriculum tailored to the needs of the community. Multiple Awards from various external agencies validate the quality of our enrichment activities. We have a clear vision for the school that is shared by our Governors and the children's families. For more information visit the schools website and check out the virtual tour [www.vicarsgreenprimaryschool.co.uk](http://www.vicarsgreenprimaryschool.co.uk)

The school is surrounded by great transport links, the A40, A406 (North Circular), bus routes and both the Piccadilly and Central Line stations are within easy walking distance. The local area is a free parking zone and there is parking available on the school site.

**The school reserves the right to verify information available on social media platforms and the internet on shortlisted candidates. The recruitment panel may take this information into consideration during the recruitment process.**