

Administrative Assistant Information Pack

Nurturing Creative Thinkers

Responsibility

Respect

Trust

Honesty

Perseverance





St Mary's CE School
Kendal Road
Kirkby Lonsdale
Cumbria
LA6 2DN

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Head teacher: Mr Brian Jones
Chair of Governors: Mrs Jo Gill



@stmaryskl @StMarysKL @stmaryskl





May 2022

Dear Applicant

RE: ADMINISTRATIVE ASSISTANT POSITION – PART TIME

Thank you for expressing an interest in the post of Administrative Assistant at this school.

St Mary's CE Primary is a one-form entry school, with 242 pupils on roll, which serves the community of the parish of Kirkby Lonsdale as well as the surrounding parishes. It is a popular and highly achieving school with classes often oversubscribed. We are imaginative and creative and constantly seek to improve to enable our children to achieve their very best, in all areas of learning. We are a welcoming school looking to appoint an enthusiastic part time Administrative Assistant. The role will require good organisational skills, an ability to work as part of a busy team and a sense of humour!

This is a permanent role and will start in September 2022. You will work in the busy school office which really is the hub of the school. You will work alongside the School Business Manager and School Administrator to provide administrative support, and will provide a friendly welcome to parents and visitors. You will also provide administrative support to our teaching team as well as providing first aid and welfare support for our pupils.

This is a 16 hour per week role, worked between core school hours, between Monday to Friday. Hours will be agreed with the successful candidate, however there will need to be a degree of flexibility to ensure the service needs are met. There will also be a requirement to work additional hours to cover sickness absence. The role is for term time only working + 2 weeks and is graded at BS3. The full time equivalent salary starts at £18887, rising to £19264 after a satisfactory 6 month probationary period. The actual salary, pro-rata for 16 hours per week, term time + 2 weeks is £6891.88, rising to £7029.45. The salary is paid in 12 equal monthly payments throughout the year.

If you would like to apply for the position, please complete the application form and return along with a covering letter to school by 9am on Friday 10th June. Interviews will take place on Friday 17th June.

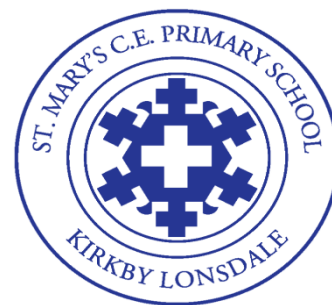
I have pleasure in attaching the job description and application form which should provide all the information you need about the position. Applications should be returned to the school office by email or paper. If you require any further information, please don't hesitate to contact our Business Manager Cath Billington in the school office.

I look forward to receiving your application.

Yours sincerely

Brian Jones
Headteacher

**Administrative Assistant
Advert**



St Mary's CE Primary School, Kendal Road, Kirkby Lonsdale, Carnforth, Lancs. LA6 2DN
Tel 015242 71334

Headteacher: Brian Jones

To start: September 2022

Position required: Administrative Assistant – Permanent, Part Time

The Governing Body of this thriving and highly successful primary school seek to recruit a Permanent, part time Administrative Assistant to start September 2022.

The successful applicant will work alongside the School Business Manager and School Administrator in the busy school office. You will support teachers and pupils and will become an integral part of the school support team. Working as an Administrative Assistant you will provide support to the Head Teacher, School Business Manager and teaching team. You will be a key point of contact for parents and visitors and will provide a friendly and welcoming reception service. Excellent communication skills, energy and enthusiasm are key in this role. You should have a 'can do' attitude and be able to work calmly in what is often a busy environment.

Training will be provided but experience of working in an administrative role is desirable. Most importantly we are looking for a candidate who is able to really play their part in our supportive team and who displays a high level of emotional intelligence.

The post is for 16 hours per week to be agreed with the successful applicant. Hours will be worked between Monday to Friday, during the core school day 8.30am – 3.30pm,

Rate of Pay: BS3 £18887-19264. Pro-rata rate for 16 hours per week, term time only + 2 weeks
£6892.88 - £7029.45

Closing date: Friday 10th June, 9am

Interview date: Friday 17th June

St Mary's is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Appointment to this post will be subject to a satisfactory enhanced check for the Disclosure and Barring Service (DBS), a full employment history, satisfactory references and pre-employment checks.

**Job Description for an
Administrative Assistant
BS3**



MAIN PURPOSE OF THE JOB

To provide administrative support for in line with St Mary's School policies and guidance. This may involve supporting the Senior Leadership Team, School Business Manager and Teaching Team.

- Develop good relationships with colleagues, pupils and parents
- Provide a welcoming and friendly reception service for parents and visitors
- Provide administrative support
- Provide first aid (training will be given)
- Support in pupil welfare, eg. Looking after children who are poorly, ringing parents
- Answer telephone calls and respond appropriately
- Monitor and respond to emails
- Assist in ensuring daily routines are carried out, eg. Registers, lunch bookings etc.
- Model appropriate positive behaviour
- Keep any information discussed in school confidential
- Follow the Child Protection Policy and Equal Opportunities Policy
- To be a reliable member of the team
- Have a professional attitude to all work and other members of staff
- Drive own development by actively participating in mentor sessions
- Demonstrate a proactive approach showing initiative and resilience to complete tasks
- Support teacher's administration duties including photocopying, organising / making resources and mailing
- Take part in school training
- Have a mature, calm approach and demonstrate a high level of emotional intelligence

DESIRABLE KNOWLEDGE, SKILLS AND EXPERTISE

- Reliable & responsible
- Literate & Numerate
- Basic ICT literate
- Understanding of how to deal with visitors and pupils
- Understanding of administrative procedures