

St. Matthew's C of E Primary School



JOB OPPORTUNITY

Administration Officer- role to begin as soon as possible

Permanent 35.5 hours per week Term Time including compulsory 5 INSET days.

8.15am – 3.45pm Monday – Wednesday 8am to 3.45pm Thursday and Friday

Salary NJC point 5 - 9: £29,434-£31,155 Pro rata £26,458-£28,005

St Matthew's C of E Primary School is looking to appoint a cheerful professional who is competent at working in a busy office environment and has the passion, drive, enthusiasm and commitment to go that extra mile.

The Administration Officer will work alongside the Administration team and will handle a wide range of administrative and support related tasks, including reception duties and first aid. The ideal candidate will be a highly motivated individual who would like to continue a career in school administration.

The successful applicant will:

- Have excellent IT/Excel/Word and organisational skills
- Be adept at utilizing social media platforms/websites
- Have excellent proficiency in reading and spoken English
- Be able to follow instructions but also use their initiative
- Be able to develop positive relationships with all members of our school community
- Have O Level/GCSE Grade C or equivalent in English and Maths
- Have an appropriate First Aid Qualification or a willingness to undertake first aid training

We offer:

- A high-achieving school
- An extremely friendly, talented staff team with good sense of humour
- Commitment to staff professional development
- Polite, enthusiastic children and very supportive parents and Governors
- Excellent location for Surbiton Rail Station
- Pro-active Well Being Staff Team
- Well-Being package including free flu jab and health screening check

Visits are warmly welcomed. Please contact careers@stmatthews.rbksch.org to arrange

Closing Date: Friday 25th September.at 12 noon. Interview date: likely to be in the week following

Please send applications to: careers@stmatthews.rbksch.org

Our school is committed to safeguarding and promoting the welfare of our children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check and social media check. Please note we do **not** use recruitment agencies or accept a cv.