



Administration Officer

Required for July 2021

30 hours per week, 8.30am - 3.30pm (Term Time + Inset days)

The salary will start from Grade 4, Point 7, depending on experience

Holy Trinity is an outstanding school where the focus is meeting the needs of every child in a nurturing and stimulating learning environment.

We are looking for the right person to join our professional, hardworking and dedicated team as an Administration Officer.

The successful candidate will be responsible for carrying out the following duties:

- Providing a warm welcome to parents, staff, visitors and pupils and dealing with their requests in an efficient and professional manner.
- Being responsible for front office duties including communicating with parents and staff by text, email etc.
- Providing efficient administrative support across the school.
- Liaising with staff for the booking and coordination of a wide range of activities.
- Maintaining accurate staff and pupil records.
- Utilising various administrative databases and web-based systems.

and possess skills including:

- Being a proficient user of Microsoft Office, Excel and other common software.
- Having a good working knowledge of the SIMS system and be confident using other school operating systems.
- Having excellent communication skills and be able to work as part of a team.
- Being well organised, flexible, approachable and willing to undertake any general administration tasks.
- Having high standards of personal and professional conduct.

For further information and an application form, please contact Annette Streames-Smith on 01628 523766 or email office@holytrinitysch.co.uk.

Holy Trinity is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position requires an enhanced Disclosure and Barring Service (DBS).

Closing date: Friday 14th May 2021

Interviews: w/c Monday 17th May 2021