

ADMINISTRATIVE SUPPORT OFFICER

BRIGHSTONE CE AIDED PRIMARY SCHOOL, New Road, Brighstone, Isle of Wight

PO30 4BB Tel: 740285 E-mail: brighstonepri@lineone.net

Web: www.brighstoneprimary.org.uk

Headteacher: Miss Amanda Johnston

Salary: Scale 2

Hours: 15 per week term time only (8:15am-11:15am)

Permanent from 1st September 2010

We are seeking an enthusiastic and committed administrative support officer to complement our friendly, hard working team.

Key duties include:

- ✓ Providing 'front line' administrative support to staff, parents and children e.g. telephony, photocopying, collecting money, face to face enquiries.
- ✓ Assisting in the arrangements for school trips and events.
- ✓ Supporting the Senior Administrator

Essential qualifications or experience:

- ✓ Minimum NVQ 2 (or equivalent qualification) and/or relevant previous experience
- ✓ Good numeracy, literacy, communication and ICT skills. Experience of SIMS and FMS would be a distinct advantage.
- ✓ The successful applicant must enjoy working with children, be a flexible team player and have a good sense of humour!

This post could also be combined with the Lunchtime Leader vacancy for the right applicant. If you are interested in both posts, please state this on your application.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Please contact the school for further details and an application pack. Completed applications should be returned to the school for the attention of the Headteacher.

Interviews: 22nd June

Closing date: 18th June