

Request to Advertise

Purchase Order Number:

Publication Date: ASAP | Future Date:

Reason for vacancy: New Post | Vacant Post | Maternity Cover | Long Term Absence Cover | Other

Closing Date for Applications:

Job Advert Details

Post Title: [Admin Assistant](#)

School: Parkway Primary School

Contract Type: [Permanent](#)

Contract Hours: [35 hours per week, 39 weeks per year](#)

Grade: [5.1](#)

Salary: [£20,650.00](#)

Position Start Date: [Autumn Term](#)

About Us

About Parkway

At Parkway, we enable all our children to be the best that they can be by providing them with curriculum opportunities that enable them to achieve and experience opportunities which may not be readily available outside of school

For further information about the school, please visit <https://parkway-primary-school.secure-primariesite.net/vacancies/>.

Benefits

We offer:

- [Local Government Pension Scheme](#)
- Performance Related Pay
- 25 days Annual Leave (rising to 28 after 5 years' service) plus bank holiday entitlement (*pro-rata for part-time*)
- [Employee Assistance Programme](#)
- Effective CPD opportunities
- Collaborative working with other schools
- Excellent ICT facilities

Job Advert (max 3000 characters)

We are seeking to appoint an Admin Assistant to work in a fast-paced office environment with a supportive team. The position is suitable for motivated individuals who have experience working in an office environment with good knowledge of Microsoft office suite, including PowerPoint and experience in using social media, to be able to promote the school and to build good communication with parents/carers of the school community. This position is term time only Monday to Friday 07:45 – 15:30 with 45minute lunch.

Please refer to the Job Description and Person Specification for more information.

For an informal discussion about the role please [Maria Saich](#) on 02083100176 or at admin@parkway.bexley.sch.uk.

Candidate Profile (max 3000 characters)

Please refer to the Person Specification attached.

How to apply (max 1500 characters)

To apply for this vacancy please download and complete the application form available from the Attachments section below. Your application should be submitted to admin@parkway.bexley.sch.uk. Alternatively, applications can be sent to Alsike Road, Erith DA18 4DP. CVs will not be accepted.

The closing date for applications is 12pm on 29.09.2023 and interviews are scheduled for W/C 02.10.2023. We reserve the right to close adverts earlier than the closing date.

Only applicants shortlisted for interview will be contacted.

References will be requested for shortlisted applicants prior to interview.

Shortlisted applicants will be required to complete and return a Self-Disclosure form prior to interview.

Online Searches will be carried out on shortlisted applicants prior to interview. Any concerns will be discussed with candidates at interview.

Further vetting checks including an enhanced DBS, incorporating a check of the Children's Barred List, will be undertaken on provisional offer.

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

This post is a customer-facing position and falls within the scope of the Code of Practice on English Language Requirement for Public Sector Workers. The school has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the JD/Person Specification. These will be applied during the recruitment/selection and probationary stages.