

# Springhead Park

PRIMARY SCHOOL



**Post Title:** Administration Assistant

**School:** The Primary First Trust - Springhead Park Primary School

**Hours:** 20 hours per week

**Weeks per year:** 39 plus 23 days annual leave

**Location:** Springhead Park Primary School, Northfleet,

**Grade:** PFT Band B £19,321 FTE (Pro rata £8,904)

**Post Start Date:** September 2020

The Primary First Trust is delighted to announce the opening of a brand new primary school in the Springhead Park development in September 2020. Springhead Park Primary School will offer an experiential and thematic curriculum, bringing learning to life.

The Primary First Trust is an evolving Academy Trust which currently consists of nine primary schools in Bexley, Kent and Medway who work in close partnership together. From the outset the commitment of our organisation has been to ensure we can meet our school improvement priorities. The upward trajectory of the results in all of our schools shows we have achieved this.

We have an exciting opportunity for an Administration Assistant to join us in the setting up, launching and establishing this new primary school. This role will be based in Northfleet and will involve supporting the Leadership team with administration. From September 2020 the role will be school based ensuring the effective running of the office and to assist with the school admissions process.

We are ideally seeking someone who has:

- Experience of undertaking a range of administrative duties
- Strong interpersonal and communication skills
- Strong organisation skills
- The ability to work flexibly
- School Office experience
- Knowledge of School systems including SIMS

An application pack is attached to this advert and completed application forms should be emailed to the HR team at [springheadpark@theprimaryfirsttrust.co.uk](mailto:springheadpark@theprimaryfirsttrust.co.uk) by 12pm on 21<sup>st</sup> August 2020

Interview date: Week Beginning 24<sup>th</sup> August 2020

**Only those shortlisted for interview will be contacted.**

References will be taken up for those shortlisted prior to interview.

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. The Trust is committed to equality and diversity in employment practice and service delivery.