**Edgebury Primary School** (Community School)

Belmont Lane , Chislehurst, Kent BR7 6BL

Tel: 0208 467 4199 Email: admin @edgebury.bromley.sch.uk

Head Teacher: Mr Velada-Billson

**Admin Support Officer**

Start Date: ASAP

Salary:BR3/4 £19,824 - £21,237 full time equivalent (dependant on experience)

Full time, Monday to Friday (8.30am to 4.30pm) 35 hours per week

38 weeks per year (term time only)

Closing date: Monday 31st January (12noon)

Interview date: Wednesday 2nd February

Edgebury is a thriving and very popular school, we currently have two classes in every year group up to year 5 and will be adding an extra year 6 class in September 2022.This is a unique opportunity to be part of our school as it moves to complete its journey to becoming a full two-form-entry school.

We are seeking an enthusiastic, flexible and organised person to work in our busy school office, by providing clerical support for our Office Manager and Business Manager. The ability to work flexibly, as part of a team with the skills to make a real contribution to the school is essential, as are good interpersonal and clear communication skills, ability to work under pressure plus a sense of humour. The successful candidate will need to be proficient in the use of ICT and experience of school administration systems (SIMS/FMS/Parentmail) would be an advantage. You will need to be well motivated and be able to work as a team and on your own initiative.

Duties include managing the daily attendance registers and preparing the daily school meals kitchen order. Taking responsibility for day to day systems and processes as well as responding to reception and telephone enquiries, checking deliveries, processing finance orders and inputting invoices.

**We are looking for a highly organised and motivated person who is able to deal with the daily pressures of everyday school life, whilst retaining a calm manner and sense of humour.**

Visits to the school are strongly encouraged and can be arranged by telephoning the school office.

To apply please complete the application form attached to this advert and include your supporting statement about what you could offer to this role and why you would like to work at Edgebury.

Please return your application by email to: finance@edgebury.bromley.sch.uk

Also attached to this advertisement is the Job Description for this post.

Edgebury is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is subject to an Enhanced Disclosure and Barring Service Check under the Rehabilitation of Offenders Act 1974, Childcare Disqualification Form, and checks regarding proof of ID, medical clearance and the right to work in the UK. Edgebury implements a rigorous and robust recruitment process that gathers evidence about candidates’ suitability to work with children as well as their suitability for the post in question, and has proactive safeguarding procedures in place.

Edgebury Primary School is an Equal Opportunities employer.