

Advert Reference:	8602026
Summary/Advert Text	<p>Administration Officer Picknalls First School Oldfields Road Uttoxeter ST14 7QL Phone : 01889 228700 Headteacher : Mrs Anne Tapp e-mail : office@picknalls.staffs.sch.uk website : www.picknalls.staffs.sch.uk</p> <p>Picknalls First School is seeking to appoint an Administration Officer for 37 hours per week, term time only plus two weeks from 4th November 2024 or sooner if available (subject to safeguarding checks).</p> <p>About the role:</p> <ul style="list-style-type: none"> - Demonstrates a sound working knowledge and use of a range of IT programmes - Use of the School Management Information system Arbor (previous experience would be desirable but training would be given) - Process of finance related tasks i.e. orders, recording of monies, recording lettings - Is able to undertake a range of reception duties including monitoring of the school office email account - Administration support to Headteacher, Senior Leaders and Governors, as and when required - Submit returns to the Local Authority and other outside agencies - Administer First Aid (training will be given) - Attendance at Parents' Evenings and New Intake Evenings - Assist School leaders with the marketing and promotion of the school - Has a flexible approach and ability to work as part of a team - Has the ability to use their own initiative, is motivated and passionate about their work <p>For further information, please refer to the Administration Officer job description for a list of duties relevant to the role.</p> <p>For further enquiries and application packs please contact the school or view the school website www.picknalls.staffs.sch.uk</p> <p>Closing Date: Thursday 3rd October 2024 – 12 noon Shortlist date: Thursday 3rd October 2024 - pm Interview Date: Tuesday 8th October 2024</p> <p>All completed application forms to be returned to the School Office.</p> <p>This school is committed to safeguarding and promoting the welfare of children and young people/ vulnerable adults and expect all staff and volunteers to share this commitment.</p> <p>This position is subject to a criminal record check from the Disclosure and Barring Service which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process. This post is exempt from the Rehabilitation of Offenders Act 1974. Shortlisted candidates will be asked to complete a self-declaration of their criminal record and other relevant safeguarding information that may make them unsuitable to work with children. It is an offence to apply for this position if you are barred from engaging in regulated activity.</p> <p>A copy of the school's Safeguarding Policy can be viewed here https://picknalls.com/wp-content/uploads/2024/09/ULT-PFS-Safeguarding-Child-Protection-Policy-with-School-Council-appendix-Sep-24.pdf</p>
Salary:	Salary range £23,893 - £25,119 (Actual salary £21,806 – £22,925) pay weeks 47.59 (term time + two weeks)
Scale:	Grade 5 – range point 6 – 9
Closing Date:	Thursday 3 rd October 2024
Location:	Picknalls First School, Uttoxeter

Vacancy Type:	Permanent
Number of Hours:	37
Job Category:	Administration
Number of Positions:	1
Department:	Schools