

## Administrative Assistant

<b>Grade:</b>	<b>Lewisham Grade Scale 2 Points 3 (£27,711 FTE) to 4 (£28,128 FTE)</b>
<b>Type of Contract:</b>	<b>Permanent</b> <i>(after successful completion of a probation period)</i>
<b>No of weeks:</b>	<b>39</b>
<b>Working week:</b>	<b>Monday to Friday – 08.30am to 12.30pm 20 hours per week</b> <i>(We can be flexible on the total hours for the right candidate)</i>
<b>Start Date:</b>	<b>As soon as possible or a mutually agreed date</b>

The Governors at St Michael's Church of England School are seeking to appoint an enthusiastic, friendly and 'customer service' oriented person to join our friendly administration team. You will assist in the smooth running of our school office and the timely provision of resources across the school.

The ideal candidate will bring a 'can-do' attitude to their work and have a good grasp of basic IT skills. Equally as important will be their ability to establish and develop great customer relationships with both children and adults and contribute to the team ethic within the school.

The successful candidate will also be supportive of the school's Christian ethos.

The post is part time working every morning from 8.30am to 12.30pm, a total of 20 hours per week (or as agreed), term time only and includes INSET days. The full-time salary quoted will be reduced by the application of a pro-rata calculation to allow for term time only and part time working.

### **Further information:**

To obtain a recruitment pack including Job Description, Person Specification and Application Form, please apply directly to the school <http://www.stmichaels1871.org.uk> and not via an agency or contact [admin@stmichaels.lewisham.sch.uk](mailto:admin@stmichaels.lewisham.sch.uk)

**Closing Date for receipt of completed application forms: Wednesday 26<sup>th</sup> June 2024**

**Interview Date: Interviews are to take place week beginning 1<sup>st</sup> July 2024**

**Start Date: As soon as possible or a mutually agreed date**

Our school is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, identity and safeguarding checks including a satisfactory enhanced DBS check. Further information can be found at [www.gov.uk/db](http://www.gov.uk/db) CVs are not accepted.