



Office Administrator

School:	St Joseph's Catholic Primary School
Hours:	15 per week term time only to include 2 INSET days. Monday to Wednesday 8.15am to 1.15pm
Contract:	Fixed term from 2 September 2019 to 31 August 2020
Salary:	JG3 £18,795 - £19,171 per annum pro rata
Actual Salary:	£6,516 - £6,649 per annum

We are looking for a suitably experienced, enthusiastic and motivated Office Administrator to join our friendly team working in the school office.

Experience of working within a primary school environment would be advantageous, but this is not essential.

They will be required to assist with the smooth running of the school office, getting involved in a range of tasks including, but not limited to:

- Being first point of contact, both face to face and via the telephone - welcoming children, their parents and other visitors and stakeholders and responding to queries and concerns.
- Monitoring emails and dealing with as appropriate
- Administration of the school website
- Maintaining daily attendance and school meal records, including the use of ParentPay

The ideal candidate will have a qualification in literacy and numeracy and be confident in the use of Microsoft Office, Word and Excel.

Visits to the school are encouraged, please contact Sharon Chichester in the school office to arrange an appointment.

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. This post is subject to an enhanced DBS disclosure and satisfactory references.

Closing Date:	Monday 10th June 2019 (Midnight)
Interview Date:	Tuesday 18th June 2019

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