



# Cardinal Newman Catholic Primary School

Arch Road, Hersham, Surrey KT12 4QT

Telephone: (01932) 222536      [www.cardinalnewmanschool.co.uk](http://www.cardinalnewmanschool.co.uk)

Headteacher: Mrs C Burnham



## Office Administrator

**REQUIRED FROM JANUARY TO JOIN OUR FRIENDLY OFFICE TEAM**

**Thursday & Friday – 10.00am to 3.30pm (10 hrs per week)**

Pay within the range XCET4 £20,722 - £22,716 (FTE) - actual salary £4,951

This role is suitable for someone who thrives in a busy, fast-paced environment where conflicting work priorities and demands of school life can change quickly. The role requires excellent organisational skills, the ability to manage a full workload to a high standard, and complete tasks accurately to meet school deadlines whilst remaining calm under pressure.

### The main duties of the role include :

- Front-of-house - dealing with emails, telephone calls, messages and face-to-face enquiries from all stakeholders
- Pupil welfare role – administering first aid, pupil illness/injuries, liaising with parents
- Using the school database to collect, maintain and analyse data
- Raising orders for school purchases
- Assisting with the annual admissions round
- Administration of afternoon attendance
- Day-to-day ad hoc tasks which arise

(See job description for full details)

### We are looking for someone who :

- Is a quick learner, capable of using their initiative to work at a high standard accurately and effectively in a busy front-of-house environment
- Is well-organised, with good time-management skills, able to prioritise and multi-task
- Has high standards of literacy, numeracy and IT and attention to detail
- Is able to maintain confidentiality inside and outside the workplace
- Enjoys working as part of a team and is flexible and responsive to change
- Is well-presented, has excellent interpersonal/communication skills, and a good sense of humour
- Suitable to work in Education Trust - Enhanced DBS clearance (essential)

**Visits to our lovely school are warmly welcomed. Please call the school office to arrange.**

**To apply for this job please click [here](#) or go to the vacancies page of our school website and follow the link.**

**Closing date for applications 30th November. Interviews to take place on w/c 5<sup>th</sup> December**

***Cardinal Newman Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

***This post is exempt from the Rehabilitation of Offenders Act 1974. Consequently if you are appointed you will be required to undertake an enhanced Disclosure & Barring Service check. Therefore you will be required to declare ANY convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as 'spent'. Having a criminal record will not necessarily prevent you from taking up appointment, it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.***