

Vacancy for Administration Assistant at Helmingham Primary School

Days: 5 days per week 39 weeks per year
Hours: 15 hours per week (mornings)
Venue: Helmingham Primary School
Salary: Starting point 2 £11.74 per hour but dependent on experience

Details: Helmingham Primary School and Nursery is a small, village primary school located on the spectacular estate of the Grade 1 listed Helmingham Hall and the beautiful Mid-Suffolk countryside. Our school has less than 50 pupils, each unique and important. We believe in learning by enquiring, inspiring and persevering in a safe, caring and creative environment and promoting positive learning behaviours. Our partner school, Henley Primary School is a 10 minutes' drive; we share as many learning opportunities, staffing, educational resources and fun as we possibly can, including our curriculum, residential trips and educational visits. Together we are called 'The Greenfields Partnership'.

The Consortium Trust is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to undertake an enhanced DBS check and this will include social media checks.

We can offer:

- Competitive salary
- Full support and training from a wider team
- Wide range of staff benefits
- Extensive wellbeing support package
- Opportunity for career progression within the Trust

Requirements: We are looking for an experienced Office Manager Assistant who:-

- GCSE grades C or above in Numeracy and Literacy (or equivalent)
- strong IT skills, knowledge of Excel spreadsheets
- knowledge of cash handling, banking and financial procedures
- a good knowledge of general office procedures
- the ability to work on your own initiative as well as part of a team
- the ability to prioritise workload
- the ability to be adaptable, discreet and maintain confidentiality
- the ability to remain calm and cheerful under pressure in a busy environment
- first point of call for visitors and telephone enquiries

Desirable but not essential:

- Knowledge of school-based software
- Experience of working in a school/nursery environment.

Qualifications: Essential: Grade C /4+ level (or equivalent) Numeracy and Literacy;
Essential: Has a basic level of computer literacy;
Desirable: relevant Level 3 qualification.

Line manager: Academy Head
Start date: ASAP
Closing Date: 24th September 2024
Interview Date: 26th or 27th September 2024

For further information, please contact Laura Cross at Henley Primary School on 01473 831556 or office.henley@consortiumtrust.org.uk