



Northrepps Primary School

Church Street, Northrepps, Norfolk NR27 0LG

Tel: 01263 579396

Email: office@bsf.norfolk.sch.uk

Website: www.blueskyfederation.co.uk

Executive Headteacher: Mrs L Watts

Blue Sky
Federation



Administrative assistant

Part-time 16 hours per week

Salary: Scale C £18,065 - £18,426 (F/T)

Term time plus 1 week

MSA / Breakfast club

3 hours MSA 2.5 hours Breakfast club

Salary : Scale A £17,842 (F/T)

Required as soon as possible

We are seeking to appoint an efficient, highly motivated and committed individual with excellent communication skills to work as an Administrative Assistant at Northrepps Primary School.

The Administrative Assistant will undertake a varied role including day to day administrative and secretarial duties within the school and computing tasks supporting the Office Manager and Headteacher.

The ideal candidate will be able to demonstrate a varied skill set: excellent organisational and ICT skills and be able to relate well to parents, pupils, governors and visitors and must be confident to work independently. We are looking for a person who:

- Preferably has experience of working in school administration with a good ability to prioritise
- Preferably has experience of the pupil asset database and school administrative procedures
- Is flexible and able to work calmly under pressure

We are committed to offering excellent professional and learning opportunities for our staff, through careful support and personalised CPD. We offer a structured and specific induction programme alongside our Office Manager.

If you think you have the skills and attributes for this exciting new role we would be pleased to hear from you.

Closing date for applications: 18th April 2022

Interview date: w.c. 18th April 2022

Application forms are available from www.schools.norfolk.gov.uk

Please send your application to Serena Tuffin by email: sbm@bsf.norfolk.sch.uk

Visits to view the school and to discuss this position are both welcome and encouraged and should be requested by email at sbm@bsf.norfolk.sch.uk or by telephone 01263 579396.

Northrepps Primary is committed to safeguarding and all staff appointments are subject to satisfactory references and enhanced DBS checks.

We are an equal opportunities employer. You will be required to provide references and undertake an enhanced Disclosure and Barring Service Check. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

