



Job Vacancy

Administration Assistant – Grade F

Permanent Position from 1st September 2022

Salary - £17281.83

37 hours per week Term Time plus PD Days

The governors of Ingleby Mill Primary School are seeking to employ someone to provide administrative/financial support to the school's Administration Team. The successful candidate will undertake reception duties, answering general telephone and face to face enquiries and signing in visitors, making a friendly, welcoming approach essential.

You will need to be able to provide general/clerical support e.g. photocopying, filing, faxing, undertake word processing and other I.T. based tasks requiring a good knowledge of Word and Excel. You will be required to assist with administrative, financial and organisational support to the school and Governing Body and maintain computerised records/information systems as well as undertaking general financial administration tasks. The ability to work as part of a team is essential.

An NVQ 2 or equivalent qualification in a relevant discipline is a requirement of this post e.g. Business Administration or appropriate experience. The willingness to work flexibly (and work additional hours when required) is essential to this post.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to enhanced DBS check.

Working hours will be:

Monday to Friday 8.30am to 4.30pm

Application forms and further information are available from Joanne Measor, School Business Manager who can be contacted by email: joanne.measor@inglebymill.org.uk

This vacancy closes at 12 noon on Friday 10th June 2022.