



School Administrative Assistant (part-time)

The Pointer School, a leading independent co-educational school for boys and girls aged 3-11, maintains a vibrant Christian Ethos. The school seeks an Administrative Assistant to work within its busy school office. The role involves assisting the Business Manager and other office staff with all aspects of school life. This role focuses on administering our extensive after school clubs program as well as dealing with in-person and telephone enquiries. In addition the candidate would be expected to carry out general administrative duties as required by the school office.

Previous experience in school administration is desirable. The successful applicant will be confident, articulate and able to deliver outstanding customer experience for staff, parents and pupils.

The position involves working with customised software and advanced online applications. Therefore the candidate must have strong IT skills and have good attention to detail, as well as the ability to recognise and demonstrate the need for confidentiality, tact and diplomacy, be comfortable meeting new people and communicating via telephone.

Hours are term time only (35 weeks per year) from 8am – 2pm. The successful candidate will also be required to work one week at the end of the August holidays and 2 days at the end of both Christmas and Easter holidays.

Shortlisting begins on 26th November and applications will close once the position has been filled. The post will commence February 2019. Salary: £11-13k. Remuneration will reflect experience and ability.

The Pointer School is totally committed to safeguarding the welfare of students and young people and expects the same from its employees. All new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).