



Beechcroft St. Paul's
CE Primary School

JOB VACANCY

Administrative Assistant (XS 8.4) - Beechcroft St Paul's CE Primary School

Location: Corporation Road, Weymouth

Salary: Dorset Grade 7, SCP 19-23 (£10.08 rising to £11.24 per hour)

Job Term: Permanent Position (term time), 35 hours per week (Monday to Friday 8.30am – 4pm)

We are seeking to appoint a hardworking, organised and reliable person to work in our busy school office.

This is a varied role, and the ability to work under pressure and prioritise tasks is vital.

Efficient and effective administrative skills, IT experience and a high level of skill in both spoken and written English is also essential.

The successful applicant should also be accomplished in all aspects of customer care, and previous experience of working within a school office would be advantageous.

Beechcroft St Paul's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure and acceptable references.

Beechcroft St Paul's values the diversity of our workforce and welcome applications from all sectors of the community.

If you would like to apply for this position application forms can be requested from The School Office, Beechcroft St Paul's CE VA Primary School, Corporation Road, Weymouth, Dorset, DT4 0LQ or via the DCC jobsite. If you would like to discuss the position please ring 01305 783500.

Closing Date: Tuesday 22nd May 2018

Interview Date: Friday 25th May 2018 (afternoon)

Due to the forthcoming half term, please note that successful candidates will be telephoned immediately after shortlisting and invited to interview during the afternoon of Friday 25th May.



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