

CANNON LANE PRIMARY SCHOOL (4—11 years)

Cannonbury Avenue
Pinner
Middlesex
HA5 1TS
Tel: 020 8866 3536



Mr A Phillips Headteacher

www.cannonlaneprimary.org

Administrative Assistant required for Cannon Lane Primary School

**35hrs p/wk 9.00am – 5.00pm, 39 wks per year (term time only), permanent
GO4 point 13-16, £24,984 - £26,232 (actual salary £20,866 - £21,908)**

Required for January 2024

Cannon Lane Primary is a popular school in Pinner, Harrow. We have an excellent reputation within the local community and a proven track record of ensuring that all children attain their academic potential and grow into responsible citizens.

The Headteacher and Governors are looking to appoint an outstanding and proactive school administrative assistant with excellent IT skills to be part of our dedicated team. The successful applicant, under the direction of the School Business Manager, will work as part of the school's admin team and take delegated responsibility for areas of the administrative functions within the school such as attendance, admissions and general communications.

The post will suit someone with strong administrative/customer service skills and previous experience of working in an admin role within a primary school. Experience of specific school information management systems is essential but further training will be made available where needed.

Responsibilities will include:

- Providing an effective administrative service to the school
- Supporting school staff, children, parents and other stakeholders
- Administering pupil attendance and school admissions
- Managing the school diary and communications with parents
- Coordinating the pupil database within Sims

Closing date for applications: **Friday 1st December 2023 at Midday**

Interviews will be held: **Thursday 7th December**

Visits to the school are both welcomed and encouraged and can be arranged by contacting Anna Checkley in the school office. Applications may be made via Crinkle Recruitment <https://crinklerecruitment.com> or the schools website www.cannonlaneprimary.org. If you have any queries, please contact Anna Checkley on HR@cannonlane.harrow.sch.uk or call 0208 866 3536

The school is committed to safeguarding children and expects all staff and volunteers to share this commitment. The school follows safe recruitment practices to protect children. Successful applicants will be required to apply for an enhanced disclosure from the DBS. Please note that the Childcare Disqualifications Regulations 2009 apply to this position and therefore you are required to complete the "disqualification by association" declaration form. Should you be successful in your application for this post, your appointment can not be progressed without this declaration. Further information can be found at www.direct.gov.uk.