



Administrative Assistant Latton Green Primary Academy

Start date: ASAP

Salary: £16392-17366 pro rata depending on experience, this role is term time only

Working hours: 37.5 hours per week

Closing date: 20th November 2017

Interviews are planned for 23rd or 24th November 2017

At Latton Green we offer:

- Additional 13 days' school holidays
- Individual career programme for all staff
- Children who have a love of learning and a highly motivated staff team
- A caring and happy learning environment
- High expectations and outstanding behaviour

What the DfE said about our team:

On 14th June 2016, they praised our:

- Quality specialist teaching
- Relentless focus on high expectation
- Staff positivity about the support they receive

On the 22nd February 2017 a DfE Educational advisor commented on our:

- Children's attitudes and behaviour was good, they were engaged in their learning and it was evident that relationships between staff and pupils were very positive.
- Very enthusiastic, passionate and committed team that works well together.

Latton Green Primary Academy are looking for an enthusiastic, energetic and organised Office and Administration Assistant to join our thriving team. Hours of work are 37.5 hours a week. The position is to provide support to the school's administrative procedures, including but not exclusively:

- Good communication, ICT and organisational skills, with a high level of accuracy and efficiency.
- Being the first point of call for parents and visitors
- Maintenance of the manual and computerised pupil data records, including attendance details using SIMS
- Administration of school lunch and other monies
- Support with organisation of school trips, sports events and visits
- Administrative support for all areas of the school
- The ability to work under pressure in an environment where there are constant interruptions
- The ability to work on your own initiative
- An understanding of confidentiality

Your completed application form should be submitted electronically to

operationsmanager.harlow@netacademies.net or by post to Latton Green Primary Academy, Riddings Lane, Harlow, Essex, CM18 7HT.

In compliance with Safer Recruitment guidelines, CVs cannot be accepted. We are fully committed to safeguarding and promoting the welfare of children and the successful candidate will be expected to undertake the appropriate checks including an enhanced DBS check.

Due to the high level of applications we receive, if you have not heard from us within 10 working days of the vacancy closing date please assume your application has not been successful on this occasion.

