



Admin Assistant – Permanent Contract
Monday to Friday, 16 hours a week, 39 weeks a year
NJC Scale 1.1 £23,457 – NJC 1.3 £24,012.00

Pro rata £8,917.71 - £9,128.71 (To start asap)

We require an enthusiastic, suitably qualified and experienced Administrative Assistant to work in the main school office and to support the Business Manager with all aspects of administration. You will need to have excellent communication and IT skills including Excel and Word. You should be able to show initiative and work accurately and efficiently under pressure and as part of a team.

We provide a caring and stimulating learning environment, enabling all our children to thrive, learn and enjoy their time at school. Parents and staff work together in an atmosphere of cooperation to promote a love of learning and the development of the whole person.

We are looking for someone with:

- Good IT skills
- Communicate effectively with a variety of audiences
- Excellent written and verbal communication skills
- Lead by example and be an exemplary role model
- Share in the school's commitment for excellent achievement and high standards of learning and behaviour

Previous admin experience essential.

We can offer:

- A 'Good School'
- Delightful children who are eager to learn
- A committed staff team with supportive governors and parents
- Excellent professional development opportunities
- Well-resourced and attractive learning environment

Please see attached job description and personal specification. To apply for this position please download an application form from the Blenheim Primary School or E21C website.

Emailed applications to be sent to: jsiegfried@blenheim.e21c.co.uk

Closing date for applications is 19 February 2023
Interviews to take place the following week

Education for the 21st Century is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Education for the 21st Century is fully committed to equality and to valuing diversity as an employer and a provider of education.

