



# Sudbury Primary School



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We require for November 2019

## Office Administrator (Maternity Cover)

(36 hours per week, Term Time Only)

Salary: Scale 2 – Point 3 (pro rata)

### The ideal candidate should:

- ✓ Have good IT and computing skills
- ✓ Be able process data/information quickly and accurately
- ✓ be willing to learn and follow instructions
- ✓ be flexible and adaptable
- ✓ be able to communicate effectively whether in person or by other media
- ✓ contribute to the wider life of the school
- ✓ demonstrate good teamwork and a commitment to the school's values and mission statement

### We will offer you:

- A positive and caring ethos and working environment
- A school where staff are highly valued, wellbeing and a healthy work-life balance is a priority
- Enthusiastic, motivated, well-behaved children and very supportive parents
- A committed, friendly, welcoming and supportive staff team
- Opportunities for career development and progression

Sudbury Primary School is a four-form entry primary school serving a diverse community. The children enjoy a rich, creative curriculum in a harmonious and purposeful atmosphere.

All successful applicants will be appointed to cover the duration of maternity leave.

Safeguarding and promoting the welfare of children is integral to effective management in our school. This school is committed to safeguarding children and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. As a result of a successful interview process, the successful candidate(s) will be required to provide a satisfactory Enhanced Disclosure and Barring Service (DBS) check. All job offers will be conditional on the satisfactory completion of the necessary recruitment checks along with other relevant employment checks.

Visits to the school are warmly welcomed and encouraged. Please contact the school office, who will be happy to arrange a mutually convenient time for a visit. Further information and application forms are available from the school office and on the school website.

**Closing date: Thursday 17th November 2019 – 9:00 am**

**Interviews: Week commencing Monday 17th June 2019**