

Berkley CofE First School

**Office Administrator**

**2 days a week**

The Governors at Berkley alongside the Head Teacher of this lovely, dynamic and innovative school are looking to appoint an office administrator.   
  
We believe Berkley provides every member of our school community with a happy and safe learning and working environment, which enables, and challenges, them to be the best that they can be. Our motto is ‘let your light shine’.

**You will need to:**

* be highly organised and efficient
* be flexible and an excellent team member
* have excellent communication skills including a high standard of grammar
* be able to relate to pupils, parents and visitors.
* adhere to the School’s Safeguarding requirements and be sensitive to confidentiality requirements.
* be willing to learn new skills.

You will be responsible for a varied range of school administrative tasks. You will be the first point of contact for all Parents and Visitors, to also include: -

* Covering the Reception desk
* Filing, photocopying and ordering
* Experience in the DBS process would be an advantage

**We can offer you:**

* a supportive and friendly team of colleagues who create a positive working environment.
* friendly and enthusiastic children who have a love of learning at our school.
* an inclusive environment where every child is known and matters.
* a strong ethos of high expectations and challenge for the whole community.

Applications should be emailed to: office@berkleyschool.co.uk

Application forms can also be downloaded from the website but please also call the office for further details if needed.

Pay: grade 14 point range 4 – 6 depending on experience.

Part time: 2 days per week

Contract: Part time

Closing Date: Monday 21st October 2024

Interview Date: tbc

Commencement date: ASAP

Email: [office@berkleyschool.co.uk](mailto:office@berkleyschool.co.uk)

*We follow a safer recruitment process and Berkley First School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service before appointment takes place. Candidates are encouraged to read our Safeguarding policy before applying.*