

ADMINISTRATIVE ASSISTANT

Salary: Scale 4 spine pt. 18 - 21

Currently £ 19,917 - £ 21,984 (FTE i.e. 5 days per week, all year round).

Pro-rata for no. of hours per week and term time only.

Hours: Approx. 25 hours per week - Term Time only

Start Date: 1st September 2017 or sooner if possible.

Eden Primary is an inclusive Jewish primary school that welcomes children from all backgrounds, integrating the best of general and Jewish education.

Our school community is looking for an Administrative Assistant who:

- Is an organized individual with good computer skills
- Has an efficient and thorough approach to administrative and financial tasks
- Has excellent interpersonal skills – a professional and warm approach
- Would enjoy being in a school environment and working with children
- Has a positive attitude and is flexible in a busy work environment

Application Packs for the above position can be found on our website under 'Jobs' at www.edenprimary.org.uk.

If you would like to know more about the school please contact Lucy Tierney, School Business Manager – lucy@edenprimary.org.uk

Closing Date for Applications: 17.00 Monday 22nd May 2017

Interviews: Monday 12th & Tuesday 13th June 2017

Eden Primary is committed to safer recruitment and the protection of children and vulnerable adults. All positions will require a satisfactory DBS and DBA check. We are committed to promoting equality and challenging discrimination. We welcome applicants from all sections of the community.

