**Administration Clerk Starting September 2024 – Fixed Term Contract**

Grangehurst Primary School have a fantastic and rare opportunity for a confident, friendly & flexible individual to join our strong and supportive administration team on a fixed term basis.

The successful candidate will be a front facing representative of the school, dealing with visitors, children, staff and other stakeholder group and as such will be responsible for upholding the vision and ethos of the school at all times. You will need to provide an excellent level of customer service and ensure all queries are dealt with effectively and efficiently.

The successful candidate will have a passion for working in a school and be a hardworking and motivated individual, who will help to provide a diverse range of administrative and IT duties for the school. This is a busy and varied role, suitable for someone who is pleasant and welcoming and has the ability to remain calm and cope with the unexpected.

The successful candidate will have excellent IT skills and is competent in using  a range of Microsoft packages, including word, publisher and excel. You will be able to remain professional when handling confidential information, be an excellent communicator and ideally have experience of working in a busy office environment within a school setting.

Hour of work is 20hrs per week, Monday to Friday 12.30pm to 4.30pm term time only

Salary is £23,114 full time salary,

Actual salary for 20hrs a week term time only is £10,563

Closing Date 14th June 2024 at 10am