

St. Stephen's CE School



School Administrative Assistant

St. Stephen's CE Primary School (London Borough of Hammersmith & Fulham)
Uxbridge Road, Shepherds Bush, London W12 8LH
020 8743 4483

www.ststephensce.lbhf.sch.uk

Scale 5 (12) FTE Salary £27,009

27.5 hours per week

Term time only, 39 week

Pro rata salary £17,326 per annum / £1,443 per month

We are a successful, high achieving, multi-cultural two form entry school in the heart of Shepherd's Bush, London.

We are looking to appoint a **School Administrator** to provide efficient and effective support to the school office. The role will provide administrative support, to enable a consistent and professional service. The School Administrator must maintain total confidentiality and courtesy at all times in their dealings with parents, staff, prospective parents and the public.

The ideal candidate will have a background in administration and be able to demonstrate sound knowledge of implementing processes and working with SIMS and MS Office. You must be a team player, with a pro-active mindset and adept at multi-tasking. The work will vary from day to day, but routine duties are outlined in the Job Description.

The position is term time only, working Monday to Friday with a possible 8am start on some days. Hours to be agreed.

Visits to the school is highly recommended. Please contact the School Business Manager, Natasha Joahill, on 020 8743 4483 or sbm@ststephensce.lbhf.sch.uk to arrange a visit, if you have specific questions about the post or to apply for the position. **Please note CVs are not accepted.**

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and appointment will be subject to satisfactory references and enhanced clearance by the Disclosure & Barring Service.

We welcome applications from all sections of the community, regardless of age, gender, ethnicity, religion, disability or sexuality. St. Stephen's CE Primary School is committed to excellent safeguarding procedures and promoting the welfare of all children, and expects staff and volunteers to share this commitment.

Nearest Tube stations Shepherd's Bush Market (Circle and Hammersmith & City Lines); Goldhawk Road (Circle and Hammersmith & City Lines); Shepherd's Bush or Wood Lane (Central Line)

Bus routes 72, 148, 207, 260, 283

Closing Date: Friday 11th November 2022 by 12 noon

Interviews: Tuesday 15th November 2022

Start Date: To be agreed

