



Orsett C.E. (VA) Primary School
School Lane
Orsett
Essex
RM16 3JR

Tel: 01375 891383

e-mail admin.orsett@dcvst.org

Headteacher Mrs G Smith

Job Advert Adminstration Assistant

Term time only, 32.5 hours per week. 08:15am – 3:30pm Monday – Friday

Scale 3 Point 4 Outer Fringe £19,559 FTE, Actual Salary £14,267.41

In this role, you will be working within a fantastic friendly team.

Applicants must be enthusiastic, positive and able to work on their own initiative, as well as follow direction from other members of the staff team.

Applicants should have:

- A high standard of written and spoken English
- Excellent numeracy skills
- Can demonstrate excellent organisation and communication skills
- Be committed to the ethos and aims of a Church School Trust.
- A strong work ethic with flexibility to respond positively to challenges of day to day school office
- Previous experience of working within an office role or similar role is preferable but not essential

Please get in touch with school office on 01375 891 383 if you would like to discuss the role further.

***'God's word is a lamp to guide our feet and a light for our path'
Inspired by Psalm 119:105***

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