



Post:	Admin Assistant
Hours:	27 hours per week Term Time plus inset days (39 weeks per annum)
Contract:	Permanent contract
Salary:	Scale 3, Point 5 £23,500 per annum (full time equivalent salary £20,146.72)
Start date:	Autumn Term - September
Location:	Great Clacton Church of England Junior School

An exciting opportunity has arisen at our school and we are seeking to appoint an Administration Assistant.

The successful applicant will work within the school office at Great Clacton Church of England Junior School.

Knowledge of Arbor is preferred, but training will be provided to the successful applicant.

The successful candidate must:

- communicate well with parents, carers and members of staff, as well as pupils
- work well as part of a team
- display a professional attitude
- have good organisational skills
- be able to use their own initiative
- remain calm under pressure
- have a sense of humour
- be committed to supporting the values and ethos of our Church school.
- Experience of supporting attendance in a primary school setting would be an advantage

This is a permanent position, term time only, including non-pupil days.

Detailed information about the position can be found in the attached job description / person specification.

The position will start in school on 1st September 2024.

Great Clacton Church of England Junior 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 appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references.

Applications closing date is Thursday 27th June 2024

Interviews will be held on Tuesday 2nd July 2024