



## **Administration Officer**

Grade 5– Spine point

Term Time Only 39 weeks (36 hours per week, 8:00am start), Actual Pro-rata Salary –£23,009-£25,799 (FTE £26,625-£29,853)

Beormund Primary is a specialist special needs setting for children with social, emotional and mental health needs (SEMH). No two days are ever the same here at Beormund.

We are a school filled with bright, articulate, funny children whose needs could not be met in a mainstream setting. Many have experienced a number of exclusions from school which can contribute to low self-esteem, self-confidence and a sense of rejection. All of our children have an Education and Health Care Plan (EHCP) highlighting their range of needs (medical, social, emotional and/or academic) so learning has to be personalised in order for our children to make progress.

As Admin Officer your role is front facing and your day will be varied including seeing children in and out of school, answering telephone calls from parents/carers/stakeholders, updating the school databases, booking trips, administering first aid, arranging packed lunches and much much more. The role is diverse and unpredictable which requires a reliable, organised and efficient staff member.

We are looking to appoint a candidate to fulfil this diverse role who has:

- the ability to communicate at all levels with care and discretion both face to face, email, text and by telephone
- good IT skills, accurate typing and be highly competent in the use of Microsoft packages.
- the ability to assist in the smooth running of the school office carrying out day to day administrative tasks
- the ability to work to deadlines as part of a team or on own with minimum supervision
- a good sense of humour, is positive, flexible and can adapt when unexpected issues arise.

### **What we offer as a school:**

- A fantastic and supportive staff team who collectively strive to make a difference.
- Continuous Professional Development which will develop your own personal skills and build your confidence.
- 24/7 Employee Assistance Programme – 365 days a year helpline and additional support with legal, financial advice and counselling
- Great transport links (train, tube and bus) and free parking in our current setting – *although situated within the congestion zone.*

All candidates will be required to complete assessment tasks at interview.

**Please note that we would recommend and are happy to host a school visit. Please ring 0207 525 9027 to arrange.**

**The safety, welfare and wellbeing of the children is the first priority of Governors and staff at Beormund Primary School. All appointments are subject to appropriate vetting and barring checks, as described in the current DfE Guidance 'Keeping Children Safe in Education'**

For more information about us and what we do, please click on the [Beormund Primary School website](#)



The Application pack is available from this website or from our school website [www.beormundschool.co.uk](http://www.beormundschool.co.uk) or via email to [jpadmore@beormund.southwark.sch.uk](mailto:jpadmore@beormund.southwark.sch.uk) and will need to be returned by email to [jpadmore@beormund.southwark.sch.uk](mailto:jpadmore@beormund.southwark.sch.uk)

**Please note we do not accept CVs and any sent will not be considered.**

**Closing date: Monday 25<sup>th</sup> September 2023 @ 12 noon**

**Interview date: week beginning Monday 2<sup>nd</sup> October 2023**