



Walkwood

Church of England  Middle School

Administrative Assistant

7 hours per day, 5 days a week, 35 hours per week, Term time only plus the 5 Inset days

Remuneration: *Scale SC2 £ 18,065 - £ 18,426 pro rata*

We would welcome applications from individuals looking to explore flexible working hours.

The job holder will undertake reception duties such as answering routine telephone and face to face enquiries. The role also includes recording pupil absences received by telephone, as well as updating pupil information. Speaking with and supporting pupils when issues arise is an important part of the work, including the repatriation of lost property. Office duties are also a core function, and may include newsletter preparation, dealing with post, photocopying, laminating, and other time- and task-specific functions to support the work of the Office Manager.

Walkwood Church of England Middle School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check.

For full details of this position and how to apply, please visit our website at www.walkwoodms.worcs.sch.uk. The application deadline is 9am on Thursday 10th February 2022. CV's will not be accepted.