



St Andrew's CofE Primary School
Nursery Way, Uxbridge, Middlesex, UB8 2BX

Growing and learning together with God

HEAD TEACHER: Mrs Nicola Dallibar (BA Hons (QTS), NPQH) | Tel: 01895 232768

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www.standrewscofeprimary.co.uk

Administrative Officer

Start Date: 19th April 2021

Hours: 8:15am – 4:00pm Monday to Thursday, 8:15am – 3:45pm Friday with 30 minutes unpaid lunch, 38 weeks plus INSET days and 5 days during holidays

Scale 3 – £22,185 - £22,587 pa (£19,560 - £19,955 pa pro rata)

Are you focused, dynamic, hard-working and looking for a new challenge? Do you have experience of working in an office or the hospitality or retail sector, but with proven administrative skills?

We would love you to come and run our school office. We are a one-form entry Primary School in the centre of Uxbridge, with a warm, community feel and a professional and hard-working ethos.

The successful candidate should be able to:

- Carry out all front of house operations proficiently and diligently
- Use a range of online and digital platforms to communicate, share and store data and produce reports as needed
- Administer First Aid as required and be accountable for all medical policies and paperwork in school
- Understand GDPR regulations and complete necessary logs and requests as required
- Manage the Admissions and Attendance processes for the school
- Safeguard children and promote their health, safety and wellbeing
- Support the ethos of the school and promote its behaviour policy and values

They will ideally:

- Have a Paediatric First Aid qualification or First Aid at Work
- Be proficient in SIMs, ParentPay or other similar software

Please telephone or email the school for further information.

These post-holders will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. An enhanced Disclosure and Barring Service (DBS) check will be sought from the successful candidates prior to appointment.

Application deadline: Monday 1st March 2021 at 12pm

Interviews: Friday 12th March 2021 (online)