



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

Attendance and Admissions Officer (Permanent, Part-time)

Start Date: September 2024 (exact date to be agreed)

Hours: 8:15am to 1:30pm Monday to Friday (38 weeks plus INSET days and 5 days during holidays)

Scale 3 – £27,030 - £27,438 (pro rata)

Are you focused, dynamic, hard-working and looking for a new challenge? Do you have experience of working in a school office or, with proven administrative skills?

We would love you to come and work in our one-form entry Primary School in the centre of Uxbridge; with its warm, community feel and professional and hard-working ethos.

The successful candidate should be able to:

- Manage the Admissions and Attendance processes for the school
- 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
- Understand GDPR regulations and complete necessary logs and requests as required
- Safeguard children and promote their health, safety and wellbeing
- Support the ethos of the school and promote its behaviour policy and values

They will:

- Be proficient in SIMs, ParentPay or other similar software
- Manage time effectively to meet deadlines
- Show flexibility when facing challenges and be accountable
- Complement and support our existing strong team

In return we can offer you:

- The opportunity to make a difference for the children and staff here at St. Andrew's
- An amazing staff team to work alongside
- Support and training for the role and opportunities to network with other professionals in the borough
- Free Employee Assistance Program
- Work life balance with reduced hours and Term Time Only

Previous unsuccessful applicants should not apply.

An enhanced Disclosure and Barring Service (DBS) check will be sought from the successful candidates prior to appointment. We encourage early applications and reserve the right to close the post earlier if a suitable candidate is found.

Application deadline: Friday 23rd August 2024 12pm

Interviews: TBC