



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

E-mail: office@standrewsuxbridge.org.uk

www.standrewscofeprimary.co.uk

Attendance and Admissions Officer (Permanent, Part-time)

Start Date: To be confirmed

Hours: 8:15am to 4pm Monday to Friday Term Time Only + 5 INSET days + 5 days during school holidays- 40 weeks per year (max 36 hours per week)

Timings can be flexible for the right candidate

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

Do you know what a CTF is?

Do you have great administrative, organisational and ICT skills?

Are you approachable, supportive and customer service focused?

Are you bubbly, proactive and enthusiastic?

If you can answer yes to the above then we want to hear from you.

We are a lovely one-form entry Primary School in the centre of Uxbridge and we are looking for someone excited about the idea of working in a school with a strong community feeling who wants to bring their knowledge, skills and professionalism to play an active part in our school community.

The successful candidate will carry out all admissions and attendance processes and will actively interact with our stakeholders as the face of the school and first point of contact for visitors, parents, staff and children. We expect that the suitable candidate will be able to represent the School in a professional and friendly manner at all times.

We are looking for someone who:

- Is a team player
- Works well and remains calm under pressure
- Has a "can do" attitude and is able to use their initiative
- Support the ethos of the school and promotes its values
- Manages time effectively to meet deadlines

We would particularly welcome applications from candidates with experience of working in a similar role.

In return we can offer you:

- A well organised, effective and approachable Senior Leadership and Admin Team to work with
- A comprehensive induction programme for new staff, followed by access to continuous professional development
- A commitment to the wellbeing of staff and pupils and free access to our Employee Assistance Programme.

If you are interested in joining our team and would like to talk to someone before you apply, please call us on 01895 232768 and ask to speak to Mrs Capuano, the School Business Manager.

An enhanced Disclosure and Barring Service (DBS) check will be sought from the successful candidates prior to appointment. We reserve the right to close the applications earlier and arrange interviews accordingly.

Application deadline: Monday 28th October 2024

Interviews: TBC