



## **Deanery C.E. Primary School**

**Fox Hollies Road Walmley Sutton Coldfield B76 2RD**

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**[www.deanery.bham.sch.uk](http://www.deanery.bham.sch.uk)**

**Head Teacher: Mrs Jayne Luckett**

### **Administrative Assistant – Grade 2**

**pro rata £8,205 - £8,914 p.a. (FTE £22,737 - £24,702)**

**15 hours per week over 5 days - 8.45am – 11.45am (term time only)**

Deanery CE Primary School is looking to recruit a highly personable, self-motivated, approachable and organised individual to be part of its administration team as an Administrative Assistant. The main duty of this role is to provide efficient and effective reception, administrative and clerical support, reporting to the Office Manager.

The successful applicant will have excellent IT skills, including Microsoft Office; work efficiently to tight deadlines; have excellent literacy and numeracy skills; be an effective communicator, dealing with pupils, families, staff and members of the public. We are looking for someone with a positive cheerful “can-do” attitude who has the ability to multi-task and work as part of a team and is prepared to play a full and active part in the life of the school. Previous school experience is preferred but not essential.

**Closing date: Wednesday 10 April 2024 at 12.00pm (midday)**

**Interviews: Monday 15 April 2024 am**

**The school is committed to safeguarding and promoting the welfare of children and expects everyone who works in the school to share this commitment. The successful applicants will undergo a full enhanced DBS check.**

**For further details and an application form, please contact the school office or download from our website [www.deanery.bham.sch.uk](http://www.deanery.bham.sch.uk) and return your application via email to [enquiry@deanery.bham.sch.uk](mailto:enquiry@deanery.bham.sch.uk)**