

JOB TITLE	Administrative Assistant
HOURS	28 hours per week (Mon-Thurs)
SALARY	G3.6 (full time equivalent £18,887)
PLACE OF WORK	Surfleet Primary School
RESPONSIBLE TO	PA to CEO of Keystone Academy Trust
PURPOSE OF JOB:	Provide full administrative support to all aspects of the school Office and its function.

We are looking for an Administrative Assistant to provide full administrative support for the school office. The successful candidate's primary role will be the first point of contact for our parents and visitors to the school, answering the telephone, managing our email inbox, following up enquiries as appropriate and generally helping the office run smoothly. You will have great administrative and data entry skills, a flexible approach and lots enthusiasm. More details of the role are included in the job description

A good general education including GCSE English and Maths is required together with an excellent working knowledge of Microsoft Office packages and confident in the use of IT is essential. Applicants must have good communication skills with a professional and friendly demeanour. The ability to use your own initiative will make you an ideal candidate, as will your cheerful disposition, common sense, patience and excellent sense of humour!

Applications close on Friday 24th June at noon. Interviews will be held on Friday 1st July.

If you would like to apply for this position, please visit our website at www.surfleet.lincs.sch.uk for an application form and job description. If you would like to talk to someone about the position please call 01775 680373 and speak to Miss Meek.