****Fitzwilliam Street
Wath-upon-Dearne
Rotherham
South Yorkshire

S63 7HG

Telephone: 01709 760345

Email: school@wcp.jmat.org.uk

Headteacher: Ms J Gray

**WATH CENTRAL PRIMARY SCHOOL**

**ADMINISTRATION ASSISTANT**

**Salary description:** Band D

**Job term**: Term Time Only **+** 2 Training Days

**Appointment Type:** Permanent

**Closing Date**: Wednesday 8th December 2021 at 12pm

**Required from** 4th January 2022 or as soon as possible thereafter.

We are seeking to appoint an enthusiastic, highly motivated, flexible and skilled individual to join our friendly and forward thinking office team.

The successful candidate will be responsible for providing a professional and efficient reception service and supporting the smooth and successful running of the school office, providing an effective and efficient service to all stakeholders.

Professionalism and excellent organisational and communication skills will be essential, as he/she will be the first point of contact for the school.

**We can offer:**

* A nurturing environment for all children and staff.
* A friendly, forward thinking and outward facing team.
* A dynamic, self-improving and ambitious leadership team.
* Children who want to achieve and be the best version of themselves.
* Professional Development - appropriate training opportunities

**The successful candidate will:**

* Be a friendly face. Have excellent interpersonal and communication skills.
* Think strategically.
* Work efficiently, creatively and analytically.
* Have proven experience of school administrative work, including technology and software packages.
* Have the desire to work as part of a hardworking and fun team.

**Other Information**

We welcome applications from candidates with experience from educational administrative backgrounds.  If this sounds like you, we would be delighted to hear from you.  Visits to the school are welcome and positively encouraged.

Please contact Mrs Mel Bashforth, our School Business Manager on 01709 760345 or school@wcp.jmat.org.uk

* **Closing date: Wednesday 8th December 2021**
* **Interview date: Friday 10th December 2021**

Wath Central is committed to safeguarding its pupils. The selected candidate will be required to provide suitable references and undergo an Enhanced DBS check before taking up the post.