
Fressingfield Voluntary Controlled Primary School

School Lane, Fressingfield, Eye, Suffolk IP21 5RU
Telephone : 01379 586393
Fax : 01379 588214
Email : admin@fressingfield.suffolk.sch.uk



Headteacher: Mr Mark Taylor

Administrative Assistant

- **Salary: £ 17,842 -£18933 (pro rata)**
- **Job term: Part-time, 10 hours per week, term time only.**
- **Appointment: Fixed term initially until 31st August 2021 (with potential for continuation)**
- **Place of work: Fressingfield CofE Primary School, Fressingfield, Eye IP21 5RU**
- **Closing date: 6th January 2021**
- **Interviews: Week commencing 22nd January 2021**
- **Start Date: 22nd February 2021 (flexible start date possible)**

We are seeking to appoint an Administrative Assistant, who will join our school office, to provide a high standard of support within the school. You will be a well organised, hardworking, flexible team member who can demonstrate excellent communication skills and the ability to form professional relationships with parents, staff and other stakeholders. Our school is committed to confidentiality, safeguarding and promoting the welfare of children and staff. Our expectations are that all staff and volunteers share this commitment.

Duties include:

- acting as first point of contact for the school, which includes taking telephone enquiries, receiving visitors and arranging hospitality as required
- processing incoming monies, banking and input on to the school's finance system
- processing orders including input to the school's finance system
- providing general administrative support for the school including electronic record keeping, emailing, photocopying, and filing
- monitoring and distribution of deliveries or post

You will have:

- excellent keyboard skills
- experience of using every day IT packages.
- excellent teamwork and communication skills
- the ability to use your initiative when dealing with enquiries and maintain confidentiality
- the ability to work within our academy and school policies or procedures
- a positive friendly manner

Experience of working in a school office, knowledge of SIMs/ PSF and first aid qualifications are desirable but not essential.

We would prefer completed applications to be emailed to Mark Taylor at admin@fressingfield.suffolk.sch.uk . If applicants do not have access to email please post to the school.

An application form and job description can be found at <https://www.suffolkjobsdirect.org> . Job reference 7778

Our school is committed to confidentiality, safeguarding and promoting the welfare of children and staff. Our expectations are that all staff and volunteers share this commitment. The successful applicant will be appointed on completion of DBS, barring checks and references.

Visits to the school are welcomed. For further information please email admin@fressingfield.suffolk.sch.uk