



INSPIRE



MOTIVATE



ENRICH

**Closing date:**  
**Thurs 2<sup>nd</sup> June**

**Interview date:**  
**W/C Mon 6<sup>th</sup> June**

*Stanford Junior School  
is committed to  
safeguarding and  
promoting the welfare  
of children and  
young people and expects  
all staff and volunteers  
to share this commitment.*

Stanford Junior School is looking to appoint an

# Office Admin Assistant /Receptionist.

**Role A. Hours to be discussed at interview.**  
**Starting date: June/July 2022**

*Pay scale Level A. Permanent, subject to a satisfactory induction period.*

**Stanford Junior School** is seeking to appoint an organised, motivated and committed member of the office team to provide admin support across Stanford Junior School. The office can be very busy so we need someone able to multi task, work under pressure and remain calm! The successful applicant will use their own initiative, as well as their experience and knowledge to deal with differing queries and make decisions to carry out tasks effectively. The successful applicant will have good communication skills and a friendly disposition in order to liaise with parents, colleagues, pupils, visitors and others both face to face and over the phone.

Working under the direction of the school's business manager, key tasks will include: *Reception duties* • *maintaining school registers and monitoring absence* • *maintaining Emails, SIMs, Parent Pay, School Ping*. Candidates will have good PR skills and possess a good working knowledge of Microsoft Word and Excel. Knowledge of SIMS, Parent Pay and School Ping would be an advantage for this post but training will be given

## **We can offer you...**

*a supportive senior leadership team* • *opportunities to further your practice* • *well-behaved, polite and ambitious children who are keen to learn* • *an opportunity to join a talented and passionate staff team* • *a committed governing body.*

This is an exciting opportunity and we look forward to welcoming prospective applicants to our school. A school visit is encouraged.

## **Application packs available from:**

*The School Office  
Stanford Junior School  
Stanford Road  
Brighton BN1 5PR*

**Telephone: 01273 565570**  
**[office@stanfordjun.brighton-hove.sch.uk](mailto:office@stanfordjun.brighton-hove.sch.uk)**

