



Bevendean Primary School

Heath Hill Avenue, Brighton, BN2 4JP

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Headteacher: Martyn Giddens

A place for everyone to succeed and thrive

School Administration Assistant

Starting Date: January, 2020

Pay Range: Admin Role A Scale 1 – 2 , Spinal Point 1 – 4: £17,364.00 - £18,426.00

£9.00 - £9.55 p/h

Hours: 8.30am – 2.00pm Monday – Friday

Initially Fixed Term Contract to 22nd July 2020 (to be reviewed)

Bevendean Primary is a good school and is looking for an experienced and enthusiastic Admin Assistant to undertake general administrative duties for the Headteacher, Senior Leaders, and School Business Manager and to contribute to the overall ethos and aims of the school. The successful applicant will work alongside a supportive, dedicated and hard-working team of school staff. You will work alongside school professionals in a range of contexts to support outcomes for our pupils. The school has an outstanding Hearing Support Facility for deaf and hearing impaired children who come from across Brighton and Hove.

We are extremely fortunate to have expansive surroundings, great facilities and are well staffed and resourced. Bevendean is proud to have well behaved and happy children in a truly caring and supportive environment in which all succeed and thrive.

The successful applicants will:

- be able to undertake general reception duties as directed by the Headteacher to a high standard
- be able to undertake and assist with pupil first aid / welfare duties and liaise with the appropriate stakeholders
- assist with the preparation and implementation of school activities and manage school systems and processes
- be able to provide routine clerical support e.g. photocopying, filing, typing, word-processing, maintain and manage computerised records and management information systems (SIMS)
- be able to undertake routine administration systems e.g. school registers, school meals etc.
- be competent in the use of technology, managing incoming and outgoing mail / email accordingly
- be competent in following established systems, arranging and managing school supplies, stock deliveries, liaise with relevant staff and stock suppliers
- be aware of and comply with related policies and procedures relating to Safeguarding and Child Protection, Health & Safety, confidentiality and Data Protection / G.D.P.R.
- appreciate and support the roles of other school professionals

Does this sound like you? We would love to hear from you!

A copy of the job description, personal specification and application form can be downloaded from <http://www.brighton-hove.gov.uk/jobs> and <http://bevendean.eschools.co.uk/website>.

Closing Date: Monday 9th December, 2019 at 9.00am

Interview Date: Thursday 12th December, 2019 * Please ensure that you are available if shortlisted, for this day.

Please contact the Headteacher, Mr Martyn Giddens, at the school for more details. Visits to the school are essential so that you can see our great school in action – please phone to book an appointment.

All applications should be submitted directly to admin@bevendean.brighton-hove.sch.uk

Bevendean Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to a Disclosure and Barring Service (DBS) check.