

Administration Assistant

Salary: Range A2 Sc3 – Sc4 £26193 - £28419 FTE
Actual Salary £23207 - £25179 (subject to experience)
36 hours per week term time only

We are seeking to recruit a friendly, adaptable person to join our team. Our school is situated in North Kensington and serves a vibrant community.

This is a varied post in a busy school office. The role includes:

- Welcoming visitors, managing Reception desk, answering telephones and communicating messages
- A range of administrative tasks including cash handling, typing, filing and data input using Sims system
- Data entry and some aspects of financial management

You must:

- Be committed to making a contribution to the lives of children and their families
- Experience of working in an educational environment would be preferable, although not necessary
- Be a clear communicator with a positive and cheerful character
- Have the ability to work as part of a team
- Have the ability to prioritise and work to deadlines
- Have good ICT skills
- Have good cash handling experience

Visits to the school are welcomed and can be arranged by contacting Kay Kolios Federation Business Manager on 0207 727 7727. For an application pack please e-mail the administration team at info@apsafederation.com or telephone 0207 727 7727.

Closing date: 25th November 2022

Interview date: Round one - Zoom 29th November 2022

Round two – In person 1st December 2022

Please note that the recruitment process will involve an assessment task.

This position requires the postholder to hold an enhanced Criminal Record Bureau Disclosure before an appointment is confirmed.