



School Office Administrative Assistant The Laurels Primary School



**Salary DMAT Grade 3 scp 3 - Salary £18,748 FTE Actual salary £15,006
35 hours per week Term time only 8.30am – 4.00pm each day. Permanent
Required November 2021**

Do you want to be part of our team; working with like-minded colleagues whose core belief is that all children are entitled to an excellent education and are at the heart of everything that we do? The Laurels Primary School is part of Durrington Multi Academy Trust (DMAT) whose core value is to ensure all children receive the very best education. Our school motto – **Believe, Achieve, Succeed** – ensures that all our children, irrespective of background, are successful. We are a happy school with great ambition and as such we always seek to retain and recruit excellent staff.

We are looking to appoint a committed, highly professional and enthusiastic School Office Admin Assistant who is approachable, efficient and resourceful at all times. You will be passionate about working within our school as we continue our school improvement journey to excellence. You will be 'the face' of our school and will work alongside like-minded professionals to ensure a high-quality learning environment for all staff, colleagues at DMAT and those within our community. You will have access to CPD via the Research School, Educare and WSSfS. This is a great opportunity for someone with solid secretarial experience to work in a happy, friendly yet highly professional school environment.

The successful candidate will:

- Have experience of working in a school with solid secretarial skills in all aspects of work
- Have good communication and interpersonal skills with children, parents/carers and colleagues
- Be able to work as part of a team and demonstrate a flexible attitude to work
- Provide exceptional support to the Headteacher, Senior Leaders, Teaching and Support staff
- Build effective relationships with different teams within the School and Trust
- Manage workload effectively and work to deadlines.
- Ensure strict confidentiality is maintained at all times
- Ensure safeguarding at all times and prioritising the welfare of the children

Candidates must include a covering letter with their professional strengths and experience, addressing the following points on one side of A4:

- **How your experience and skills would enable you to be successful in this role?**
- **How you would work with staff and those in the wider school community?**

If you feel that you can bring something special to our school and Trust, we want to hear from you. If you would like further information, please visit our website www.laurelsprimary.co.uk or contact Marica Walker, EA to Headteacher mwalker@laurelsprimary.co.uk to arrange a telephone call with Miss Charlotte Bull, Headteacher.

Closing date for applications: 9.00am Tuesday 2nd November 2021

The Laurels Primary School as part of the Durrington Multi Academy Trust has a commitment to safeguarding and promoting the welfare of children. All staff that meet 'regulated activity' will be required to undertake an enhanced Disclosure and Barring Service (DBS) with Barred Lists check before employment commences. <http://dmat.education/>