



Gainsborough Primary School

Administration Officer

(Pupils & Data)



Gainsborough Primary School are looking to recruit self-motivated, approachable and organised individual to be part of our administration team as an Administration Officer.

The main duty of this role is to provide efficient and effective reception, administrative and clerical support. The successful applicants will be responsible for the management of the maintenance of various school databases for pupil and staff records, management of pupil admissions for the preschool, children's centre and school, school data returns and the provision of administrative support to the Cluster Finance & Admin Manager and the Executive Headteacher and other members of staff as necessary.

The successful candidate will:

- *have administration experience, preferably in a school or education context*
- *have excellent IT skills including Microsoft Office products, MIS packages and FMS systems*
- *work efficiently to tight deadlines*
- *have excellent literacy and numeracy skills*
- *be an effective communicator who is able to lead, multi-task and work as part of a team*
- *be prepared to play a full and active part in the life of the school*

In return, we can offer:

- *wonderful and keen children*
- *a hardworking, motivated and caring team*
- *a professional and supportive work environment*

About us

We are part of a Federation of eight schools called Primary Advantage. We believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Teachers, support staff, school leaders and Governors have added expertise in working alongside colleagues to improve provision and outcomes for pupils.

Visits are warmly welcomed and encouraged. For queries in regards to the post or to return applications, please contact our Cluster Finance and Admin Manager, Nikki Lawrence on finance@gainsborough.hackney.sch.uk.

Start date: May 2023 - exact date to be confirmed

Closing date: 9.00am on Thursday 20th April 2023

Interviews: week commencing Monday 24th April 2023

Scale: 5, points 12-15 £29,364-£30,852 FTE (27,157-29178)

Hours: 40 hours per week - 8.00am to 5.00pm daily (term time only plus three additional weeks)

The health, safety and wellbeing of every child is our top priority. We recognise our responsibility to safeguard the welfare of our children and we expect all staff, governors and volunteers to share this commitment to safeguarding our pupils. Successful applicants will be required to apply for an enhanced Criminal Record Check via DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

Primary Advantage strives to be a diverse and inclusive community. A place where we can ALL be ourselves without prejudice or bias. We welcome applicants from all cultures and backgrounds as we are a Federation made up from all cultures and backgrounds and continue to positively advocate for this.