



Berger Primary School- Receptionist/ Administration Assistant

Local Government Pay Scale 4, Term Time

Hours: 09:30 - 17:30 (5 days a week)

Status: Fixed term contract- 1 Year

Salary: TBC depending upon experience.

Start date: ASAP

Here at Berger Primary School we have high expectations and aspirations for our children. All our staff aim to give every child an exceptional education providing support, care, enrichment and challenge as they come through our doors. We give them opportunities to enjoy their learning and prepare them for future academic success as well as happy lives. We have a unique creative curriculum, a clear vision, high expectations, strong moral values and a love of learning.

We are looking to appoint a School Receptionist/Administrator that has experience in a similar role. As the first point of contact for the school, we are looking for someone who has exceptional administrative skills. This post requires someone who is able to multi-task in an extremely busy school office, undertaking a range of administrative tasks and procedures whilst interacting with visitors, parents, staff and pupils.

You must also have a working knowledge of SIMS, excellent IT skills and understand the importance of keeping information confidential when handling sensitive data

Main Areas of Responsibility

In this role you will be based in the main school office reception and will be required to undertake a range of administrative duties.

As the School Administration Assistant your role will include:

- Daily use of Word, Excel and SIMS.
- Administration relating to admission, particularly Nursery admissions and transition.
- Attendance record keeping for pupils and staff.
- Support school stock management, ordering and monitoring.
- Routine admin tasks and any other duties as may be reasonably required by the School Business Manager.

To apply for this role you must have the following:

- Experience of working in a school office/education environment.
- Be extremely organised in administration.
- Have a friendly and calm approach.
- A commitment to safeguarding children.

Closing Date: Friday 24th September at 12 noon

Interview Date: TBC

Start Date: ASAP

All applicants should email their application to Sans Citak, TaLA Manager:
SCitak@berger.hackney.sch.uk

Berger Primary School is committed to safeguarding and promoting the welfare of children and young people. All school posts are subject to an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Address

Berger Primary School
Anderson Road, E9 6HB
Phone: 020 8985 6280

Contact Email SCitak@berger.hackney.sch.uk