

Senior Admin Officer
Full time: 35hrs per week
All year round
Permanent
Scale: SO2 (£32,592-34,299)
Start date: December 2018 or ASAP

Rushmore Primary School is a two-form entry school with a large Nursery and over 480 children on roll. We serve a diverse and exciting community close to central London. We are absolutely committed to creating an excellent teaching and learning environment and working to the highest of professional standards in every domain to enable all our children to achieve their very best.

The purpose of the role is to provide a highly professional, effective and efficient administrative and organisational service to senior staff, the Senior Leadership Team and the Headteacher.

The role includes managing our busy office and reception, deputising for the School Business Manager, organising team members' administration, data entry and facilitating effective financial control within the school. As a key player in the effectiveness of the school, you will oversee many of our administrative systems and processes.

This is a great opportunity for a hard-working, flexible team player with excellent communication, presentation and people management skills, who is able to demonstrate:

- A passion for working in a primary school environment
- Excellent inter-personal skills with children, parents/carers, staff and school visitors
- A proven track record in HR and finance
- The ability to multi-task with dexterity under pressure and to tight deadlines
- A capacity for implementing clear systems and processes with sensitivity and rigour

Rushmore Primary School is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share and enact this commitment. The post is subject to an enhanced DBS check.

Contact Jim O'Shea on 020 8985 3175 or JO'Shea@rushmore.hackney.sch.uk for further details.

Closing date for applications: Monday 29th October 2018

Short-listing: Tuesday 30th October 2018

Interview Date: Tuesday 6th November 2018