

Diocese of Brentwood
St Joseph's Federation:

Connor Road
Dagenham
Essex
RM9 5UL

BroadWay
Barking
Essex
IG11 7AR



Administrative Assistant

Scale 4 Point 18 - 14hrs pw. term time only (pro rata - FTE £19,719 pa)

Maternity Cover Initially until Dec 2017

Required for ASAP

We are a federated school with schools in both Barking and Dagenham and are looking for an enthusiastic, thorough and meticulous Administrative Assistant with high standards. Currently this would be on the Barking site.

Ideal candidates will

- have experience of working within a primary school environment
- have a helpful, flexible and positive nature and the ability to work well under pressure
- have very good interpersonal skills
- have excellent communication skills
- have excellent office and IT skills including integris and parent pay
- have experience of data and information management systems and working with pupil data
- enjoy working in a varied and interesting environment
- have the ability to maintain confidentiality
- have the ability to work independently as well as part of a busy team

Further details and an application pack **can only** be obtained from:

office@st-jodag.bardaglea.org.uk or office@st-jobarking.bardaglea.org.uk

Please note that only the CES application forms will be accepted.

CVs alone will not be accepted.

Please email your completed application form and supporting documents to:

Jpearman.301@bdcs.org.uk

Closing date for applications: **Noon 22nd May 2017**

Interviews: tba

Only successful applicants will be contacted for interview.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for this post. The post is exempt from the Rehabilitation of Offenders Act 1974

Staff may be asked to work on either site and may be reassigned according to the needs of the Federation.