



Head Teacher – Will Wawn
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www.boundsgreenschool.co.uk

ADMINISTRATION OFFICER
36 Hours per week (Term-Time Only)
NJC Scale 6

The Federation of Bounds Green Infant & Junior Schools is currently seeking an experienced Administrator to join our dedicated and friendly admin team, to assist in the efficient running of the busy school office.

We are looking for an experienced candidate who is proactive, efficient, professional, well organised and someone with exceptional administration skills. The successful candidate will play a key role in communicating with parents, pupils, staff, governors, outside agencies and other visitors to the school. The image presented by the admin team needs to reflect the values and ethos of the school.

The post holder is required to have the ability to function under pressure in a demanding environment and be able to effectively prioritise and time manage their workload. The post holder should be adaptable, possess excellent interpersonal skills, have proficient IT skills, and be able to work as part of a team.

Applicants should have the following:

- Recent experience of work in a school or administration environment
- Excellent ICT skills, including familiarity with a range of generic MS Office software
- The experience of, or ability to work with school management software

All admin staff need to:

- Have good literacy and numeracy skills
- Have excellent communication and interpersonal skills
- Have effective customer service skills
- Be reliable and able to use time management skills effectively
- Be dedicated, energetic and have a commitment to working hard
- Have the ability and desire to work as part of a team
- Be first aid trained (this is desirable but not essential as we will provide training)

We can offer:

- Friendly, enthusiastic and enquiring children
- A popular School, with a rich diversity of cultures, ethnicities, and languages
- A dedicated and supportive Leadership Team
- A supportive and experienced Line Manager
- Highly motivated and supportive colleagues
- Professional development opportunities
- A positive environment in which to work and learn

Application packs can be downloaded from our school website in the Vacancies section at www.boundsgreenschool.co.uk You may email your completed application form to the school. Alternatively to request an application form, please contact the school by telephone or via email (recruitment@boundsgreen.haringey.sch.uk).

Bounds Green Federated School is committed to safer recruitment and the protection of children and vulnerable adults. All positions will require a satisfactory enhanced DBS check and barring list check, satisfactory references and other satisfactory pre-employment checks.

We are committed to promoting equality and challenging discrimination. We welcome applicants from all sections of the community.

Closing Date: 22/04/22 (3:30pm)
Shortlisting Date: 25/04/22 - 26/04/22
Interviews: 28/04/22