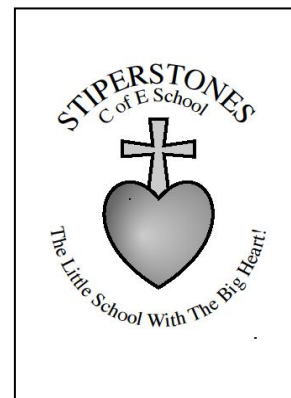


SHROPSHIRE HILLS FEDERATION

(Chirbury (VC) C of E Primary School, Norbury Primary School and Nursery and Stiperstones C of E Primary School)



Stiperstones C of E Primary School,
Snailbeach,
Shrewsbury,
Shropshire,
SY5 0LZ.

Telephone: 01743 791207

Email: admin@stiperstones.shropshire.sch.uk

www.stiperstones.shropshire.gov.uk

ADMINISTRATIVE ASSISTANT POST

17.5 hours per week

Grade 5, scp 14-17, £9.17 to £9.68 per hour

Fixed Term Contract until end of Summer Term 2019, term time only with a view to make permanent commencing January 2019.

Our governors wish to appoint a dedicated and suitably experienced Administrative Assistant, to join our Federation's enthusiastic and supportive admin team. In the first instance the post will mainly be based at Stiperstones C of E Primary School; however the successful candidate will be expected to work in all three schools. The Federation is committed to safeguarding and promoting the welfare of children, and expect all staff and volunteers, to share the same commitment.

This post is subject to an enhanced DBS check and will follow a safer recruitment policy. We are looking for an Administrative Assistant who:

- Is enthusiastic, friendly, motivated, flexible and has a sense of humour
- Has excellent communication and organisational skills
- Has a knowledge of school systems (SIMS) and good ICT skills using various software (online payment system, Word, Excel, online diaries and website) would be desirable however training will be arranged.

Prospective candidates are very welcome to visit the school, please contact the school to arrange a date and time. Please contact the school office on the above telephone number/email address for an application form or if you have any further questions.

Closing date: 29th November 2018

Interview date: 5th December 2018