



St Andrew's C.E. (VA) Infant & Junior Schools
Lightcliffe Road, Brighouse, West Yorkshire HD6 2HH Tel: 01484 714964



Administrative Assistant
Permanent position, 18.5 hours per week
Wednesday – Friday, term time only
Scale 3 – 4 dependant on experience, (SCP 5-11)

The Federation of St Andrew's Infant and Junior Schools are looking to recruit an experienced, enthusiastic and efficient Administrative Assistant to join the friendly and hardworking team in our Junior School office. This is a permanent, part time role with hours to be worked Wednesday – Friday. You will support the Executive School Business Manager in a wide range of administrative and financial duties and contribute to an effective and welcoming school office. Experience of using financial management systems is desirable.

The successful candidate will have:

- Previous experience in a similar role
- A warm, friendly personality to meet and greet visitors to the school, answer the phone and support staff and pupils
- Excellent organisational skills with the ability to prioritise and remain calm under pressure
- Excellent communication skills with a positive approach to teamwork
- Strong IT skills with the ability to operate a range of software packages effectively

St Andrew's CE (VA) Junior School is a happy, inclusive two-form entry school. Our school has been rated 'Good' in our most recent Ofsted (June 2016) and SIAMS (February 2017) inspections. We have 220 pupils on roll, an incredible team of staff and supportive governors who work well together to make our school a warm and welcoming place to be. We take great pride in providing an excellent all round education for all of our pupils.

We can offer you:

- A warm and welcoming school community
- A highly motivated and dedicated team of teaching and support staff
- Happy and enthusiastic pupils who enjoy all aspects of school life
- A proven track record for developing our staff

For more information about the post, or to arrange a visit, please phone 01484 712895 between 9.00am and 4.00pm.

The school is committed to safeguarding the rights, welfare and safety of all children. The successful applicant will be subject to an enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring Service before the appointment is confirmed.

Further details and application form can be obtained from the school website.
<https://standrews.calderdale.sch.uk/>

Completed application forms should be returned to the school office or by email to: sbm@standrews.calderdale.sch.uk by noon on Monday 31st January 2022.

We anticipate that interviews will take place w/c 7th February 2022.